

## **Stephens Fresh Foods Ltd** **Coronavirus Procedure**

### **Deliveries into Stephens**

Drivers are discouraged from entering our premises, this will continue, should a delivery driver require use of our toilet facilities, they will be asked to sanitize their hands using the facility located within the loading bay, they will then be escorted to the required area and asked to ensure hand washing is carried out.

### **Warehouse Staff**

Warehouse operatives are to ensure they clean their hands after receiving each delivery a station has been installed within the loading bay for ease.

### **Stephens Delivery Drivers**

Stephens drivers have access to alcohol cleaning wipes, these are used to sanitize cabs in particular areas of high hand contact, such as steering wheel, door handle, hand brake, gear stick, a full check list has been issued to each driver for use prior to leaving Stephens premises each night. Forms will be reviewed to ensure compliance by management weekly.

Stephens Drivers are required to clean their hands after each delivery using the issued wipes.

### **Stephens office cleaning**

The in-house cleaner will continue with normal cleaning, checking to sanitize high hand contact areas including door handles, light switches etc.

### **Office Staff**

Office staff are responsible for ensuring they sanitize their own desk space including telephones, mice and keyboards.

### **All Staff**

All Stephens staff are required to ensure good hygiene specifically hand hygiene AT ALL TIMES whilst on the company premises.

## **General Information**

**Symptoms:** Fever, cough, shortness of breath, breathing difficulties.

Should a colleague present in the premises with diagnosed coronavirus (COVID-19) or suspected coronavirus (COVID-19) ensure they are isolated as quickly as possible and call NHS 111 for advice.

Employees that suspect they may be at risk of coronavirus should not attend work until they have contacted NHS 111 for advice and spoken to their manager.

They should not go to a GP surgery, pharmacy or hospital without instruction from NHS 111.

Information on who may be at risk can be found on the government's and NHS's website which is updated daily.

March 2020