
COVID-19

WORKING PROCEDURES – DISPATCH AND DELIVERY

We are manufacturing equipment and products being used by the NHS and other essential services during the COVID-19 pandemic and therefore it is our intention to maintain a fully functioning factory.

We have put in place new temporary working procedures to minimise any risk to our staff, our customers, our suppliers and the general public. This document contains guidelines that are relevant to the delivery of our products. Please ask your staff to read these instructions carefully and adhere strictly to those guidelines that are applicable to them.



STAY CLEAN. STAY SAFE. PROTECT OTHERS.

CONTENTS

1. Preparation of unit for dispatch
2. Preparation of delivery information and keys (Book Pack)
3. Vehicle allocation
4. Arrival at work
5. Driving to customer
6. Arrival at customer's premises
7. Product handover
8. End of working day
9. Use of vehicle by other staff



BOSS CABINS

COVID-19 WORKING PROCEDURES



1. PREPARATION OF UNIT FOR DISPATCH

When the unit has been PDI'd and electrically certified, the unit will be cleaned and the door handles sterilised. The unit interior will not be sterilised. The customer should carry out their own sterilisation process before use.

2. DELIVERY INFORMATION AND KEYS (BOOK PACK)



Before preparing book pack, put on gloves and mask.



Book packs will be prepared in sterile conditions.

- The book pack and unit keys will be delivered to the customer in a sterile condition.
- Book packs are to be prepared in sterile conditions as follows:
 - a. Desk area to be wiped down with disinfectant prior to preparing the book pack. All items must only be placed within this area after sterilisation.
 - b. The employee must wash and sterilise hands and put on a mask and new disposable gloves prior to preparing the book pack.
 - c. Clean the exterior and interior of the exterior pack folder with anti-bacterial wipe or spray. Place on the sterile table.
 - d. All keys must be wiped down with an anti-bacterial wipe or cleaned with an anti-bacterial spray and then placed in the book pack.
 - e. Collect the delivery documentation from the printer and place inside the pack.
 - f. Sterilise the inside of the book pack tray.
 - g. The sterile book packs should be placed in the sterilised tray which should then placed on the passenger seat of the delivery vehicle. Before handing over the book pack, the driver will put on disposable gloves and a mask.



COVID-19 WORKING PROCEDURES



3. VEHICLE ALLOCATION



- Each driver will be allocated a vehicle that only they will use. The driver's name will be marked on a sticker attached to the left corner inside windscreen.
- No passengers are allowed to ride in the cabin unless approved in advance by management.
- If a driver needs to self-isolate, or in other circumstances at discretion of management, the allocated vehicle may be reassigned. In this situation the procedure in Section 9 'Use of vehicle by other staff' is to be followed.

4. VEHICLE CARE AND CLEANING

- Vehicles must be kept clean and free from any unnecessary objects. The only items allowed in the vehicles outside of work hours are the vehicle documents, instruction manuals, sanitisation kit and tray with delivery documents.
- During work hours the driver may have personal items, including food and drink, with them in one bag that is placed on the passenger seat or floor.
- Vehicles will contain a small binbag into which all gloves, cleaning cloths and other waste should be immediately placed after use.
- Vehicles must contain a sterilisation kit – including disposable cloths, disinfectant spray, disposable gloves and face masks.

5. DRIVING TO CUSTOMER



- On route to a customer, the driver should avoid stopping at service stations for food and drink. If possible bring your own food and drink from home.
- If refuelling is required wear disposable gloves to touch the filling pump and pay machine. Remove the gloves and place in a bin after use then sterilise hands.

6. ARRIVAL AT CUSTOMER'S PREMISES

- There is to be **NO** direct contact between delivery driver and customer and at all times the driver should remain outside of the customer's offices.
- Once on site, the driver in all instances **MUST** put on gloves and a face mask before leaving the vehicle.
- Driver should ask the customer where the cabin is to be located and manoeuvre the cabin into the desired position. It is fine for the customer to assist in this operation to help guide the cabin into position but they must maintain 2m distance from the driver at all times.
- The driver should ask the customer to step away so the driver can then un-couple the cabin and remove their number plate.
- Driver is to remain in the outside areas of the customer's premises and to refrain from touching customer's property wherever possible. **DO NOT:**
 - Offer or accept drinks
 - Offer or accept cigarettes or a light
 - Make any other social contact

COVID-19 WORKING PROCEDURES



7. PRODUCT HANDOVER

- The dispatch documents will have been pre-filled and they and the sterilised unit keys will be inside a book pack that has been sterilised at the factory. This book pack will be located in a sterile tray on the passenger seat of the delivery vehicle.
- The driver will put on new gloves and a mask before handing over the book pack.
- The customer should inspect the cabin inside and out and sign the delivery note inside the pack.
- The signed delivery note should be placed back into the tray on the passenger seat.
- The customer will be sent a copy of this COVID-19 Dispatch Procedure prior to delivery so they know what to expect.
- On arrival back at Boss Cabins, the tray with the signed Delivery document should be removed and placed in the Boss Cabins office. The document should not be touched for 24 hours after the customer has placed it in the tray. Or if it is touched during this time, gloves should be worn and disposed of after use.

8. VEHICLE CARE - END OF WORKING DAY

- Park vehicle back at Boss Cabins premises.
- Remove all personal items from the vehicle.
- Ensure all waste is sealed in the binbag and the binbag is placed in a dustbin at the factory.
- Clean the vehicle inside and out thoroughly.
- Ensure your name sticker is still in place on the windscreen.

9. USE OF VEHICLE BY OTHER STAFF

If management directs the vehicle to be used by a different driver then:

- At start of day, new driver to wear disposable gloves and wipe down with disinfectant and a disposable cloth all parts of the vehicle that get touched – including, but not restricted to, the steering wheel, gear stick, dashboard knobs, indicator and light switches, armrests, door handles, window controls, petrol cap and keys.
- At the end of the day this is to be repeated.
- A record must be kept of who has used the vehicle and when.

Thank you for helping to keep our staff, customers and the general public safe. We appreciate your cooperation at this difficult time.



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If you have any questions about this document, then please get in touch

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