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# COVID-19

## WORKING PROCEDURES – GOODS IN AND COLLECTIONS

We are manufacturing equipment and products 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.

These are new temporary working procedures put in place to minimise any risk to our employees, suppliers, customers, visitors and the general public.

Please adhere strictly to these guidelines.



**STAY CLEAN. STAY SAFE. PROTECT OTHERS.**

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**BOSS CABINS**

# COVID-19 WORKING PROCEDURES



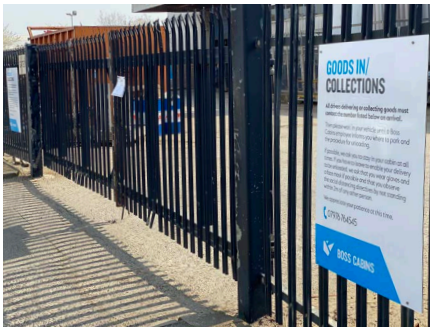
## I. GENERAL:

- Maintain a distance of at least 2m from all other people at all times wherever possible.
- No hand shaking or body contact.
- Driver is to remain in the outside areas of the Boss Cabins premises and to refrain from touching any equipment or other items that they don't have to touch.

### DO NOT:

- o Offer or accept drinks or food
- o Offer or accept cigarettes or a light
- o Have any other unnecessary social contact

## 2. GOODS IN/COLLECTIONS:

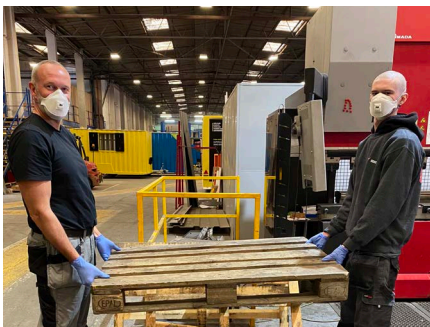


### CALL THE NUMBER ON THE SIGN ON ARRIVAL

All drivers delivering or collecting goods must contact this number on arrival - 07976 764545. There is a sign on the gates instructing them to do this.

Drivers must wait in their vehicle until a Boss Cabins employee informs them where to park and what is the correct procedure for unloading/collection.

The Boss Cabins employee who goes out to meet the Delivery/Collection driver will be wearing disposable gloves and a face mask.



### WEAR GLOVES AND MASK IF CLOSER THAN 2M

Delivery drivers and Boss Cabins employees should not come within 2m of each other.

If a visitor has to come within 2m of a Boss Cabins member of staff - to jointly carry something heavy for example - both people **MUST** be wearing correct PPE - gloves and mask.

All Goods In paperwork is to be placed by suppliers into the box provided.

If a signature is needed, the mail person should place the pad or device for signing on the table and move away. The Boss Cabins employee then signs using their own pen and moves away. At no point should the two people come within 2m of each other.



# COVID-19 WORKING PROCEDURES



## 3. DELIVERING MAIL/DOCUMENTS:



### DELIVER MAIL TO THE FRONT ENTRANCE

The person delivering mail or documents should place all incoming mail in the mail box to the left of the main front door.



### PUT MAIL IN THE BOX NEXT TO THE MAIN DOOR

If any packages are too big or require a signature, the mail person is instructed to ring the bell and a Boss Cabins employee will go to assist them.

The Boss Cabins employee will be wearing gloves and a mask.

If a signature is needed, the mail person should place the pad or device for signing on the table and move away. The Boss Cabins employee then signs and moves away. At no point should the two people come within 2m of each other.

## 4. TOILET USE:



Please try to avoid entering our premises for any reason. If you have to use the toilet while on our site, there is a Toilet Space unit situated outside next to our Sanitisation Centre that is available for Visitor use.



Before touching the door handle and entering, you must wash your hands and use steriliser - a sink with soap and steriliser is situated inside the Sanitisation Centre.



If there is a queue for the toilets or Sanitisation Centre then stand maintaining a distance of 2m from other people.



After use, wash and sterilise your hands again.

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

Boss Cabins  
BCS House, Pinfold Road,  
Bourne, Lincolnshire, PE10 9HT

[info@bosscabins.co.uk](mailto:info@bosscabins.co.uk)  
+44 (0)845 180 1616  
[www.bosscabins.co.uk](http://www.bosscabins.co.uk)



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