

20 April 2020

REVISED DELIVERY PROCEDURES – COVID 19

J B Kind Ltd delivery procedures have been revised to provide protection against the risk of contracting Covid -19 whilst delivering products to customers. The following procedures are now in place for the foreseeable future:

- Drivers have been provided with appropriate PPE (Personal Protective Equipment) and instructed to regularly wash hands and apply hand gel before and after each delivery.
- Drivers are instructed to cease deliveries if they begin to develop symptoms associated with Covid -19.
- Prior to arrival, the driver will phone the customer to inform them of their imminent arrival and to establish whether there are any limitations that may apply (e.g. they may be self-isolating).
- Upon arrival a safe distance of 2 metres will be maintained at all times and appropriate PPE will be used by the delivery driver.
- Due to guidance on social distancing, it is no longer possible for the delivery driver to carry goods into customer premises. Consignments will be placed at a suitable location for the customer to carry the goods into their premises.
- Once the delivery is completed a modified Proof of Delivery (POD) procedure will apply. The driver will request the name of the recipient of the goods and print their name, and “COVID19” on the signature line, the date and a time of delivery on the delivery note and leave the yellow copy of the delivery note with the consignment.
- Where appropriate, a photograph of the consignment next to the customer’s premises will be taken as further proof of delivery.

These procedures may be subject to further modification in line with Government guidelines.

Chris Wood, Transport Manager