

COVID-19: MEMBER GUIDANCE ON SAFE WORKING PRACTICE - DELIVERIES

The Scottish Government announced enforcement measures on 'Social Distancing' as of 27th March 2020. Penalties ranging from £30 up to £960 can be issued by Police Scotland where they have reason to believe an offence under the regulations has taken place.

So as to protect your employees; your customers and members of the public; SWA & SGF would ask all members to adhere to the Scottish Government regulations on 'Social Distancing' and apply the following best practice principles within your delivery routines:

- 1. All delivery personnel should be trained in the practice of 'social distancing' and best practice knowledge on how to avoid the spread of Covid-19.**
- 2. Delivery personnel should be given the recommended PPE. These include vinyl gloves, hand sanitizer or anti-bac wipes for when handling goods, cash or other items that could potentially have cross-contamination. Gloves/wipes should be disposed of safely after each delivery.**
- 3. Delivery personnel must adhere to a 2-metre distance between themselves, the customer and any member of the public. Polite communication should be used to ensure that persons keep their distance, while respecting that this is to comply with Scottish Government regulations.**
- 4. To limit contact time within premises, reduce potential airborne transmission and surface contact, we recommend implementing a "drop and drive" service or safe "designated drop" area using only pallets or cages. No further offloading or manual handling of goods should take place.**
- 5. Due to strict guidelines, 2 person deliveries (where sharing a cab) should no longer be undertaken and alternative/appropriate manual handling equipment/training should be given to ensure safe off-loading of heavy goods. These practices should not however contravene Health & Safety guidelines.**
- 6. Members should implement administration requirements that limit any necessary close proximity or contact with customers. E.g. POD's could be signed by the customer and photographed by driver.**

Wholesaler's are the "wheels to Scotland's food and drink industry" and are vital to the local communities in which we serve and deliver. Please keep your employees; your customers and the public safe and help prevent the spread of Covid-19.

Your assistance in this matter is very much appreciated.

Colin Smith
Chief Executive
Scottish Wholesale Association