

Deliveries Procedure Policy.

This policy effective as of 20/09/2020 is the new delivery procedure regulations in adherence to COVID 19 guidelines.

Staff will implement the following proceedings when taking a delivery.

- Courier pickup and drop off zones will be clearly labelled.
- Courier will need to be fully vaccinated
- Designated staff member for delivery handling will be trained on COVID 19 safe practices.
- Staff will give delivery drivers clear instructions on social distancing procedure.
- Staff will sanitise hands after handling a delivery.
- Staff will instruct visiting delivery drivers to stay in their vehicles and use contactless methods to communicate where possible.
- Visiting delivery divers will hand sanitise before handling products deliverable.
- Where possible ask that electronic signage to be used, if pens or utensils are necessary staff will use their personal items or sanitise pen before use.

Any staff involved in deliveries agree to the above terms and conditions by accepting employment by Phoenix Academy of Gymnastics.