



## COVID-19 Safety Plan for your delivery

### **Purpose of the Plan:**

1. Eliminate risk of you or our crew contracting COVID-19 through activities performed as part of Business Relocations Limited service
2. Protect your teams and the whole community of New Zealand from the risk of transporting the virus between locations and into households on items, clothing, and people
3. Eliminate risk of passing on COVID-19 to any providers or receivers of goods in cases where you have contracted COVID-19 and you do not know

### **What you can expect from Business Relocations Limited:**

- We provide our team with a safe working environment with clear policy and protocols designed to keep you and our people safe
- Temperature will be taken every morning
- Contact tracking will be done noting all people we have been in contact with
- We promote and enforce safe behaviour as laid out in the Business Relocations Safety plan including:
  - Physical distancing of 2 metre from clients and 1 metre from team members
  - Regular cleaning or sanitising of hands
  - Wipe down work surfaces and contact points
- We provide our crews with Personal Protective Equipment and cleaning materials
  - Gloves are provided but not required to be worn
  - Face masks are provided and will be worn but may be removed during heavy exertion
  - All crew have personal hand sanitiser with additional stock in the truck

### **How you can help us**

Our crews will be observing our COVID-19 safety protocols when undertaking your office relocation . We ask for your help with the following please:

- Advise us in advance of any specific safety procedures/protocols you would like our crews to observe while on your property that are not covered in this document
- Provide us with the primary contact for the site, name and phone number
- Observe Physical distancing from our crew of 2 metre or if possible, remove people from their area of work while they are on-site
- Provide our crew with names of people on-site while they are working on your property so we can trace contacts if one of the team or your household contract COVID-19
- Please do not offer our crew food and drink
- If you are concerned about the safety of your move, please advise the team leader or call Danny Bracks on 0800 800 247