



COVID-19 Pandemic Safeguarding Procedure

<p>Please share information:</p>	<p>If you, or anyone in your family, your staff or clients/colleagues are self-isolating If you or anyone you see have vulnerable relatives (this includes a child with a diagnosed physical condition) If you or, anyone in your family or, people you see were feeling or looking unwell If you have returned to, or arrived in the UK in the last 2 weeks</p>
<p>Our status:</p>	<p>We are operating as normal as possible in the context of Government advice All drivers travel to <i>Ground Control</i> alone by car Minimal use of public transport or facilities We are fit and well We have no family members self-isolating We have not travelled internationally in the last 2 weeks We have transported clients in the UK recently arrived or returned to the UK in the last 2 weeks</p>
<p>On pick up:</p>	<p>Your vehicle has been steamed cleaned overnight & handles have been alcohol wiped between Missions 'No contact' greeting on arrival Avoidance of touching handles and surfaces of your belongings & luggage. You will be asked to load or move your own bags/cases as required Card payments handled with minimal contact & card payment machine alcohol wiped before & afterwards Polite decline of physical contact initiated by others</p>
<p>During your Mission:</p>	<p>Common sense precautions in relation to hygiene Alcohol gel is available onboard Maintaining a 1-metre distance apart from driver; or Use of masks or face coverings Social distancing onboard where possible Avoidance of touching handles and surfaces Minimal movement around your vehicle Please remove any wipes or tissues used by you or your party No food to be consumed on board Please remove your own rubbish</p>
<p>On departure:</p>	<p>Avoidance of touching handles and surfaces 'No contact' farewell on departure Polite decline of physical contact initiated by others</p>