

**Drive Personnel - Business Continuity Plan  
(Coronavirus – COVID-19)**

17/03/2020

At Drive Personnel we recognise and take extremely seriously the pivotal role that drivers and the haulage and logistics industries have to play during this COVID-19 pandemic.

We are continually monitoring and reacting to the constantly changing status of the Coronavirus pandemic and are continually sourcing guidance from the WHO (World Health Organisation), NHS and the Government in addition to our industry trade bodies.

Based on current information it is assumed that COVID-19 is a zoonotic disease with human-to-human transmission occurring through droplets or contact. This human-to-human transmission may occur due to breaches in infection prevention and control (IPC) practices. Therefore, we are making our prevention/control strategy (which is to protect our staff, customers and all those we come into contact with) our central focus.

Our strategy is one of surveillance, prevention and control to ensure we can continue to provide operational resilience within a changing health and safety environment. Our management team, and all staff are continuously focusing their efforts throughout every aspect of our organisation to maintain safe working practices and service levels to the highest levels possible.

Some of the steps we have already taken include the removal of all non-essential business travel for staff, improved hygiene facilities, self-isolation, remote working / stay at home guidance, controlled access and distancing for all visitors to our office. All visitors including drivers will be given clear guidance upon entry to our premises.

Our drivers have been issued with **safety guidance** and informed to follow the guidelines of each collection and delivery point whilst maintaining distancing guidelines from individuals. We continue to communicate with our clients, to understand any special instructions they may need our drivers to undertake.

As I'm sure you can appreciate, we are all operating in a very difficult time, but we will continue to support, plan and work with our clients on a day to day basis.