

## COVID-19 (Coronavirus) – Guidance for Clients

As the COVID-19 (Coronavirus) continues to worsen, and a growing number of individuals become infected with the virus, we wanted to reassure you that Drive Personnel are taking the situation very seriously and they we have plans and guidance in place to keep people safe.

### We are taking the following steps:

- We have a Business Continuity Plan in place, to ensure that we can continue to provide our services, safely and efficiently in line with government guidance
- We have issued guidance to all of our drivers to ensure that strict health and hygiene rules are followed to protect everyone they come into contact with ([our driver guidance can be viewed here](#))
- Our office staff have received guidance to ensure that those who can work from home are doing so and there are robust cleaning, safety and distancing procedures in place to protect those who do still need to be in the office
- We are actively monitoring official guidelines for any changes to guidance and communicating them to our teams as required

At Drive Personnel, we understand how vital the role of our services are at this time and we are committed to doing our part in keeping important supply chains and urgent deliveries going, at this difficult and uncertain time.

If you have any further queries about our services, or our procedures relating to COVID-19, please get in touch and we will be happy to answer your questions.