

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

As the COVID-19 (Coronavirus) continues to worsen, and a growing number of individuals become infected with the virus, we want to ensure that all Drive Personnel drivers follow this guidance in the interests of keeping our staff, drivers, clients and their customers safe.

### Symptoms

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

If you or anyone in your household has any of the above symptoms, or you have been in contact with someone who has been diagnosed with the virus, you must:

- Not attend work
- Self-Isolate for 14 days
- Call NHS 111 and follow their advice if necessary
- Contact us immediately to inform us of your situation

If you are at all unsure if you should be self-isolating or have symptoms, you should visit the [NHS 111 website](#) for further information and advice

### Protect Yourself & Others

The following steps should be followed in order to protect both yourself and others from the risk of infection by COVID-19:

- Wash your hands regularly and thoroughly with hot, soapy water for at least 20 seconds each time, or with an alcohol-based hand sanitiser gel where access to running water is not available
- Sanitise any surfaces or hand-held equipment with disinfectant wipes, both when entering and leaving vehicles. This should include surfaces, phones, steering wheels, keyboards and anything else that is touched
- Cover your mouth and nose when you sneeze or cough, either with a tissue or by aiming it into your sleeve or elbow, not into your hand
- Carry tissues with you and ensure that used tissues are safely discarded immediately
- Wash your uniform and work clothes regularly
- Avoid touching your eyes, nose and mouth
- If you are carrying out deliveries, that require signatures, regularly check the company's latest policy on appropriate procedures

### Keep Up-to-Date

As the COVID-19 pandemic develops, advice is changing regularly. Make sure you stay up-to-date with official advice via the [Government website](#)