



We ask all drivers delivering to the school to respect Hands/Face/Space.

Protocol for delivery drivers

- Drive into the correct School car park, as advised by the School contact.
- Put on a face covering/face mask before leaving the vehicle.
- Bring the item/items being delivered to the School and alert the staff to your presence.
- Use the hand sanitiser.
- Deliver your item, being careful to stay at least 2 meters away from other people in the area.
- Move back to your vehicle and then remove your mask.
- We then recommend using your own hand sanitiser.

If the delivery driver does not have a mask:

- Drop the item to the foyer/outside of the delivery area, but only with the agreement of the staff member in attendance. If the driver then has to interact with the staff (e.g. sign for a parcel), this must be at a 2m distance.

Checking temperatures:

- Delivery drivers do not need to check their temperature if their visit is a simple 'drop and leave' delivery. If they need to enter into circulation within the School, for example to use a toilet or to take an item to its final location however, they become a visitor and should follow the Visitor Protocol instead.