



Contractors and Visitors

- ✓ Maintenance, suppliers/company rep visits and services are unrestricted.
- ✓ All visitors that enter the store must adhere to the following regulations
 - Sanitize hands on entry
 - Wear a mask (mandatory at **red** and **orange**, encouraged at **green**)
 - Maintain 1m physical distancing at all times (mandatory at **red**, encouraged at **orange**, and **green**)
- ✓ Contractors / sub contractors to complete the Work Clearance Checklist
 - at **red** contactless, no physical signature required for proof of delivery from bp team member
 - at **orange** and **green** is to be signed by the contractor/sub contractor as well as a bp team member on commencement and completion of the job
- ✓ Visitors to complete the Visitors' Log
- ✓ All deliveries must maintain 1m physical distancing. (mandatory at **red** and, encouraged at **orange** and **green**)
- ✓ At **red**
 - No physical signature required for proof of delivery from bp team member.
 - Delivery drivers to capture full name of the receiving staff member as proof of delivery.
 - No sharing of pens or a stylus during the delivery process.
- ✓ At all levels
 - Wash hands frequently and use hand sanitiser where available.
 - Wipe down and clean work equipment regularly – including pens, trollies, door handles etc.
 - Drivers are to wear a mask (mandatory at **red** and **orange**, encouraged at **green**)

Maintenance:



Is unrestricted

Contractors and Visitors:



Must fill in WCC & Visitors Log

Staff to maintain:



1m physical distancing from visitors where possible