

- All business-critical staff are now home working
- All non-essential staff are now home working
- Only 1 terminal Operator working at a time so 2 x 12-hour shifts
- Some key staff have been trained in manning the terminal at night, so acting more in a security guard role, this would free up terminal operators for day shifts if we needed to
- Drivers are starting at staggered times so no more than two drivers in at one time
- Staff canteen - removed table and chairs and cooking facilities, also discounted the coffee machine, only 1 person allowed in the canteen at a time and there is a wipe down protocol after using the kettle etc.
- All mugs go in the dishwasher on high temp
- We have spilt up the office staff so that there is only 1 person working in an office and they have their own kettle and mini fridge
- Obvious use of hand sanitisers - little tip if you can't get anti bac hand wash fairy washing up liquid is anti bac, also if you need alcohol you can use DVD cleaners Iso Propyl Alcohol
- Each person has their own phone and you are not permitted to use another person's phone
- Only the terminal operator and the terminal manager are allowed in the control room
- All non-critical maintenance is on hold
- All non-critical contract work has been suspended; all we have on site are two electricians closing out the critical jobs from the last electrical inspection. Contractors are not allowed in the terminal, they may use the canteen to get a hot drink but they have to take that back to their vans