



COVID-19 PLAN

- This premises is locked down until further notice.
- Contactless drops for mail and driver paperwork are in place.
- Staff are to work from home or in isolation in the building.
- Social distancing is observed at all times within the office.
- Staff and/or owner operators are to phone the office if they need access to the building, this will be approved and set up by management on an as needed basis.
- As the coronavirus (covid-19) situation evolves, K&H Dispatch will remain proactive in ensuring the safety of our staff and customers.
- While services will continue as normal, our proof of delivery process has changed as a measure to limit the contact between customers and our delivery team. Couriers will be asking for the receiver's name only, and will not be obtaining a digital signature upon delivery.