



6th April 2020

Swift Construction Hire COVID-19 Policy Level 3 & 4

Swift Access is available to support essential services only under level 4, under level 3 we will hire to all customers.

The following procedures are in place for levels 3 & 4.

All staff who can work at home are to do so while we are at the level 3 and 4 status.

For staff coming into Swift premises this needs approval of management and only one staff member is to be onsite (please refer to our loan worker policy).

All staff are to use social distancing and keep a 2m distance from others.

PPE must be worn by all frontline staff.

- Face mask
- Safety glasses
- Gloves
- Hand sanitiser must always be used
- Always maintain 2m distance from others

For all equipment collections and deliveries these will be contactless.

Customer collections of equipment to be left in a secure location outside our Albany and Hamilton branches, once ready contact the customer to confirm that the equipment is ready for collection.

Deliveries once equipment is onsite, text or phone the customer to confirm the equipment has been delivered.

A register is also to be kept for all customer collections and deliveries (please use the COVID-19 register form)

- Date & Time
- Location
- Customer details

All of hire equipment is thoroughly sanitised before and after each hire

Auckland

Unit D3, 5 Douglas Alexander Parade
Rosedale, Albany

Hamilton

22 Grasslands Place
Frankton, Hamilton