

## FACT SHEET THIRD PARTY CONTRACTORS AND DELIVERY OF GOODS COVID-19 SAFE REOPENING OF SITES FRAMEWORK

The **health and safety** of all workers, volunteers and participants attending our sites is paramount. Often a third party will come on site to perform work or deliver goods. It is important that we have processes in place to ensure that all persons attending our sites are aware that they must comply with our **COVIDSafe** practices.

### Requirements of the Parish:

- ✓ A review of regular deliveries should be conducted by the Parish. Contact should be made with each supplier to discuss whether a contactless delivery and invoicing process is possible.
- ✓ Before arriving on site, the third party must be made aware of the **Conditions of Entry**. Where possible this should be done in writing via email.
- ✓ Where a third party will be on site for a period more than 15 minutes, details of their time on site, areas that are accessed and their contact details should be recorded and retained by the Parish.
- ✓ All areas used must be cleaned at the end of each day in line with the relevant **Cleaning Fact Sheet**.