

## City of Glasgow College - COVID-19 Delivery Policy

At City of Glasgow College, staff and students' health and well-being is our main priority. City of Glasgow College are taking all the necessary precautions in line with advice from the Scottish Government and expert medical advice.

A wide range of measures have been introduced as we prioritise staff and student wellbeing and safety including:

- The provision of PPE (where it is identified as needed)
- Hand sanitiser stations across the campuses
- Clear signage to manage the flow of people on campus
- Issuing re-usable face coverings for staff and students
- Temperature checks on entry to campus
- Increased cleaning regimes
- Following required social distancing rules set out by Scottish Government.

City of Glasgow College's estates and facilities teams will come into contact with a variety of people each day. This interpersonal contact will be most prevalent at the delivery yard. In order to minimize risk to staff working in areas with high interpersonal contact the following measures must be adhered to:

- All suppliers must have completed a COVID-19 Risk Assessment and have communicated this to City of Glasgow College.
- All suppliers must provide an assurance that they have communicated the latest public health messaging with regards to COVID-19 when requested.
- No deliveries should be made by staff who are feeling unwell or have a high temperature. Delivery drivers and handlers must wear face coverings and maintain 2m social distance. Should delivery drivers or handlers enter the building then they will be subject to a temperature check.
- Other than perishable items, goods received will be held in quarantine for 72 hrs before they can be collected by the department which ordered them.
- Incoming post will be held for 72 hrs before it is distributed.

- City of Glasgow College will not take receipt of goods unless delivered to the delivery yards at either campus.

City Campus

211 St James Road

Glasgow

G4 0NT

Riverside Campus

21 Thistle Street

Glasgow G5 9XD

- Concierge will not sign for any goods delivered. Concierge will request that only a second name is recorded upon receipt.
- If a pallet truck is required for delivery of goods then this must be provided by the supplier. City of Glasgow College will not provide a pallet truck for suppliers use when delivering goods.
- City of Glasgow College staff will wash hands in line with hygiene precautions prior to and after handling deliveries.
- City of Glasgow College must be notified immediately if any member of a supplier's staff which has delivered to City of Glasgow College has symptoms of, or tests positive for, COVID-19.

All delivery drivers to City of Glasgow College will be instructed to adhere to these measures on signing in and prior to entering any and all areas within City of Glasgow College.

We would request that all suppliers ensure staff delivering to City of Glasgow College are aware of these measures in order to ensure that the risk of spreading COVID-19 is minimized.