



## ELIZABETH MARSH FLORAL DESIGN: CONTACTLESS DELIVERY PROCEDURE

- Only one member of the team to be at the studio at one time
- All door handles and accessible surfaces to be wiped down with antiseptic cleaner on entry to the studio and on exit
- Attention with above to keys, buttons and the subtler items that might be overlooked
- Vehicle door handles, gear stick and steering wheel to be wiped down with antiseptic wipes upon entering and leaving the vehicle each time
- Personal items also to be cleaned such as phones and computer equipment/keyboards etc and also the card and envelope if possible
- Gloves to be used where possible
- Mask to be used where possible
- A minimum 2m distance from any other person during the entire process must be adhered to
- All bq deliveries must include recipients phone number to organise the contactless delivery
- Delivery person to phone the recipient to make sure they are there
- They describe the delivery process and make sure the recipient understands there should be no physical contact and that a min 2m distance must be maintained at all times
- On arrival at the recipient's premises the deliverer calls to alert the recipient and then moves to a safe distance to witness with a photograph the collection of the bq
- Permission needs to be asked before taking the photograph because of GDPR

For partners and collaborators: please sign to confirm that you accept the delivery policy and are happy to comply with it. Please confirm you understand that EMFD Ltd is not responsible for any personal or commercial injury, suffering, loss or claim whatsoever in relation to the creation or delivery of any goods or services. The person whose name appears below understands and accepts all responsibility or liability for themselves and any other person or business that they may further engage to carry out this service

Signed:

Printed Name:

Date:

**ELIZABETH MARSH FLORAL DESIGN**

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