



August 2021

Safe Travel To The Job

Sanitize your vehicle morning & evening –wipe down all surfaces that have could been touched. Drive with a maximum of 2 in the front. All staff to wear a mask.

Personal Protection Equipment

Arrive at work in freshly washed clothes. Before leaving the depot make sure you have you own PPE. Have hand sanitizer, mask, pen & tool box – don't share except for hand sanitizer.

Using the Spray Sanitizer

Wear a mask. After a walk through spray the high-grade sanitizer through every work area at the address. Do this alone, don't spray directly onto the furniture, let it settle for 15 mins before starting.

COVID-19, LEVEL 3, OPERATIONS FIELD STAFF – SAFTEY GUIDELINES

Deal with only One Customer

Wear a mask. Preferably 1 customer at home, call the office if you have safety concerns. Physical distancing of 2m at all times including the walk through and briefing, do not share your pen.

Teamwork on Site

Wear a mask. Limit physical contact with your team & keep a physical distance of at least 1m as much as possible. This includes during loading, unloading and lifting. Sanitize the iPhone and scanner regularly. Don't share food or drink.

Avoid touching your face and eyes

Wear a mask in the customers home. Masks fit better when clean shaven. Wash your hands regularly with soap and water for at least 20 seconds, if not available use hand sanitizer.

These guidelines are not exhaustive and should be used in conjunction with regular hand washing , physical distancing & other workplace safety controls Crown has in place. Please discuss with your team leader, supervisor or manager if you have safety concerns.



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Uplifting from Self Storage

No need to spray sanitizer unless items have been in unit 3 days or less. Use physical distancing from others on site at 2m. No need to spray sanitizer after the uplift.

Pack & PBO Origin Services

Spray sanitizer on arrival, unless address has been empty over 3 days. After completion be sure to collect all debris and take it away. No need to spray sanitizer after the uplift.

Local and Regional Moving Services

Spray sanitizer at each address on arrival, unless either has been empty over 3 days. Complete a standard set up, no unpacking of cartons (unless special circumstances). Spray sanitizer before leaving destination.

COVID-19, LEVEL 3, OPERATIONS FIELD STAFF – PACK, UPLIFT & DELIVERY GUIDELINES

Delivering to Self Storage

No need to spray sanitizer unless unit has been used within 3 days. Use physical distancing from others on site at 2m. No need to spray sanitizer after the delivery.

Delivering Inbound Shipments

Spray sanitizer on arrival, unless address has been empty over 3 days. Complete a full set up & unpack including cartons to flat surface. Take away all debris. Spray sanitizer before leaving.

Delivering Domestic Moves

Spray sanitizer on arrival, unless address has been empty over 3 days. Complete a standard set up, no unpacking of cartons (unless special circumstances). Spray sanitizer before leaving destination.

These guidelines are not exhaustive and should be used in conjunction with the Covid-19 Field Staff Safety Guidelines you have been issued with. Please discuss with your team leader, supervisor or manager if you have safety concerns.