

Action plan:**Dealing With COVID-19 at [insert port name]**

CATEGORY	ACTIONS TAKEN:
1). Social Distancing	a). workforce split into 2 shifts, working different days without overlap.
	b). staggered meal-breaks and capacity of canteen halved.
	c). use of signage.
	d). administrative staff working from home.
	e). meetings by tele-conference.
	f). use of furlough.
	g). intercom systems installed at various offices, restricting non-essential footfall.
	h). no access for non-essential visitors.
	i). non-critical works suspended.
2). Hygiene	a). additional hand-sanitiser located at entrances to buildings.
	b). hand-sanitiser provided for all pieces of mobile plant.
	c). initial deep clean of all mobile plant.
	d). daily cleaning regime of mobile plant.
	e). various cleaning products sourced including biocidal sanitisers and IPA aerosols.
	f). open-door policy for offices.
3). Use of Technology	a). meetings via Microsoft teams.
	b). intercoms installed at Port Control & various offices.
	c). CCTV system upgraded to allow for improved/easier remote monitoring.
	d). paper silo dockets replaced by email.
	e). mail scanned and distributed electronically (except for shipping agents based within the port).
	f). staff encouraged, where practicable, to communicate via email rather than face-to-face.
	g). time & attendance clocking stations converted to facial recognition.
	h). use of electronic system for raising purchase orders.
	i). access turnstiles converted from keypad to contactless.
	j). temperature taken upon arrival at port, if 37.8°C or above access denied.