

# Newton's

## Orders Preparation, Collection and Delivery Protocols

Newton's order protocols align with the World Health Organisation's guidelines and will be revised as required, on an on-going basis. They cover PPE, screening of delivery persons, distribution of deliveries to client, vehicle cleaning and sanitisation.

### 1 Equipment Required

- A non-intrusive temperature scanning device will be used for temperature scanning for all Newton's visitors.

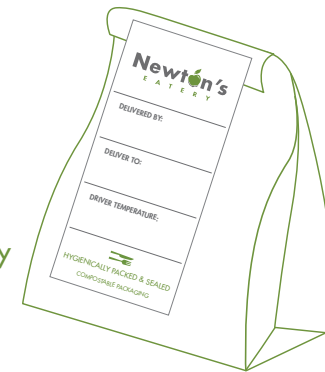
### 2 Personal Protective Equipment (PPE)

- PPE is required when conducting screening such as an electric thermometer and facemask.
- All staff are equipped with facemasks and a bottle of hand sanitiser with an alcohol content of no less than 70% as stipulated by the regulations.

### 3 Procedure

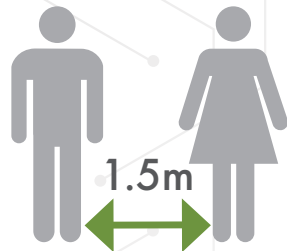
#### 3.1 Screening of delivery personnel

- All delivery personnel are screened by following the CSIR screening protocol when reporting for duty. A secondary screening process is conducted at Newton's Eatery.
- Upon making deliveries, body temperatures are recorded and noted on the delivery sticker, which will act as a seal to prevent any contamination of the content of the package.
- The delivery sticker will record the name of the delivery person as well as their temperature before departure.



#### 4 Distribution of Deliveries to the Client

- Collection from Newton's after the food has been prepared and packaged.



- Customers should be given specific times to receive their deliveries.
- Delivery personnel will drop-off the delivery at the allocated location.
- Delivery personnel will practice physical distancing of 1.5m. Hand sanitizer will be used before deliveries are handed over and will advise clients to do the same.
- Payments can only be done by card or online. Unfortunately, no cash will be accepted.

#### 5 Vehicle Cleaning and Sanitisation

- Regular cleaning and disinfection of the delivery vehicle is critical in controlling the spread of COVID-19 and therefore stringent cleaning is required.
- The cleaning and sanitisation of the delivery vehicle will occur after every shift and before every driver change.
- Only SABS approved detergents and disinfectants are to be used whilst wearing the correct PPE gear.



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