

Guidance for conducting visits to stores for Suppliers and Contractors (COVID 19)

During this unprecedented period, the safety of you, our colleagues, our teams and all families is very important.

As we begin to return to working in a more normal manner, we have put together some guidance to be followed by Contractors and Suppliers that need to conduct visits to our stores and in turn creating you a checklist for you to use. These are in addition to all usual risk assessments and safe methods of working which are not covered by this document.

Below are some key requirements that we need to be observed in order to permit the visit to store;

Admin	
A copy of your Covid 19 risk assessment and protocols have been provided to MRG	
A copy of this guidance has been passed to the operative/ rep	

Visits	
Confirm that the visit essential or could the information be obtained over the phone	
Only minimum numbers of operatives/ reps may attend the store as necessary to comply with safety regulations	
When visiting the stores, a face covering must be worn in line with government guidance for the duration of the visit including back of house to protect you and our colleagues.	
Wherever possible, the visit should be conducted without accessing colleague only areas including behind the counter	
Wherever possible conduct the visit without the need to touch stock or fixtures	
When visiting a store, always ensure that you follow the guidance on personal hygiene and wash/ sanitise your hands as soon as you arrive particularly if you need to access colleague areas. Also wash/ sanitise your hands regularly if you need to be in store for more than one hour and always just before you leave the store	
Always observe the social distancing guidance and maintain a minimum 2 metre distance between yourself and store colleagues and try to minimise time spent with an individual in close proximity to under 15 minutes	
Where work is essential and social distancing cannot be observed (essential maintenance/ IT works), authorisation should be sought from MRG to close the store	
Any areas where hand contact has been essential (regardless of whether gloves have been worn) must be cleaned with appropriate cleaning products and disposable cloths (see colleagues in store for equipment) before leaving the store. All waste must be disposed of responsibly and in line with the MRG Covid cleaning guidance.	
Need for signatures and data entry onto tablets/ PDAs by our colleagues should be eliminated/ kept to an absolute minimum and screens need to be cleaned prior to our colleagues entering any data	
Follow all reasonable requests from our store colleagues to protect you and them to minimise risks	

If you have any concerns regarding any of the guidelines that we require you to follow or you have concerns whilst in store, please raise these with the MRG department that instigated the visit who will escalate to the safety team.