

**FACE COVERINGS REQUEST FORM**

As we follow the Roadmap out of lockdown and shops and businesses begin to reopen, we expect more people to resume using the transport network. It is vital that people continue to adhere to the regulations requiring them to wear a face covering when using public transport and in stations and interchanges unless they are exempt.

The Government currently has a strong stock of face masks, including disposable masks which can be used as PPE in certain settings, but which can also be used as face coverings for source control. To support the reopening of the economy and increased use of the transport network we are able to take advantage of this stock of face masks, and these are being offered to Local Transport Authorities and transport operators for use as a contingency supply of face coverings across the transport network including taxis and Private Hire Vehicles.

**How can the face coverings be used?**

These face coverings can be distributed to members of the public if they do not have a face covering of their own. Please note this does not change our core guidance that members of the public are responsible for providing themselves with an appropriate face covering when using public transport. These face coverings should be offered to passengers as a contingency supply only. They should not be passed on to other sectors or sold.

**How many face coverings can you give us?**

The government holds a healthy surplus of these face coverings and we believe we can meet demand. However, this is not intended as a continuous supply, this is a time-limited offer as we move forward out of lockdown.

Please use the form below to tell us how many face coverings you would like. Some high-level numbers are provided at the bottom of the form to help you gauge what quantity to order – however, this is indicative only, please use your own judgement and knowledge of your operations to inform your decision.

Please aim to order the full amount you expect to need until the end of June in one delivery. We cannot do additional deliveries at a later date, so you should order to the upper limit of your requirements to ensure you have sufficient stock. This will help us to keep costs to a minimum. If you anticipate needing multiple pallets but do not have sufficient storage space, please get in touch and we will see what can be arranged.

**Please fill out the form below and return it to** **dftppequeries@unipart.com** **and Unipart, on behalf of DHSC, will get back to you within 7 days.**

|  |  |
| --- | --- |
| **Organisation name** |   |
| **Description of use of stock** | Please provide a brief description of your organisation, e.g. what type of transport do you operate, how do you propose to distribute the face coverings and dispose of used face coverings etc. |
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| **Total quantity of face coverings requested (see below for guidance)** | Please state TOTAL number of cartons and pallets requested - **see bottom of form for guidance** |
| **Contact 1 name** |   |
| **Contact 1 phone**  |   |
| **Contact 1 email**  |   |
| **Back-up contact 2 name** |   |
| **Back-up contact 2 phone**  |   |
| **Back-up contact 2 email**  |   |
| **Would the face coverings be distributed to one central drop-off point or a number of different drop-off points?** | One central drop-off point | A number of drop-off points |
| **If you are requesting a delivery to ONE CENTRAL drop-off point please provide full delivery details below**  |
| **Delivery address** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **If you are requesting a delivery to MULTIPLE drop-off points please provide full delivery details below** |
| **Delivery address for drop-off point 1** |   |
| **Quantity of stock for drop-off point 1** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 2** |   |
| **Quantity of stock for drop-off point 2** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 3** |   |
| **Quantity of stock for drop-off point 3** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 4** |   |
| **Quantity of stock for drop-off point 4** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 5** |   |
| **Quantity of stock for drop-off point 5** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 6** |   |
| **Quantity of stock for drop-off point 6** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 7** |   |
| **Quantity of stock for drop-off point 7** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 8** |   |
| **Quantity of stock for drop-off point 8** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 9** |   |
| **Quantity of stock for drop-off point 9** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 10** |   |
| **Quantity of stock for drop-off point 10** |   |
| **Additional delivery details for driver (a.g. gate, loading bay instructions)** |   |
| **Any additional notes, explanations or comments** |   |

If you require delivery to more than 10 different drop-off points please get in touch with Unipart at **dftppequeries@unipart.com**

**Guidance on quantities**

Face coverings are distributed in cartons and pallets.

* 1 carton = around 2000 face coverings (split into smaller boxes each containing around 50 coverings).
A carton is a medium sized container which could be carried by one person
* 1 pallet = around 20 cartons (roughly 40,000 face coverings).
A pallet is a large box with the dimensions 1.2m by 1.2m by 1.8m. Pallets can be easily broken down by hand on site into their constituent cartons

Smaller deliveries of up to 3 cartons (around 6000 face coverings) can be sent out via Royal Mail. If a larger delivery is required, at least one full pallet must be delivered. We can also delivery multiple pallets to one location where demand is high.

***\*\*\*The quantity recommendations below are indicative only – please use your own judgement based on knowledge of your operation\*\*\****

For transport hubs such as train stations or coach stations, please consider the following quantity recommendations:

* For a location with 0-1,000 visitors per day: 3 cartons (~6,000 face coverings)
* For a location with 1,000-5,000 visitors per day: 1 pallet (~40,000 face coverings)
* For a location with 5,000-10,000 visitors per day: 2 pallets (~80,000 face coverings)
* For a location with 10,000-20,000 visitors per day: 4 pallets (~160,000 face coverings)
* For a location with 20,000-30,000 visitors per day: 6 pallets (~240,000 face coverings)
* For a location with 30,000-40,000 visitors per day: 7 pallets (~280,000 face coverings)
* For a location with more than 40,000 visitors per day: 9 pallets (~360,000 face coverings)

For smaller operators, such as individual taxis, please use 0-1 cartons per operator (i.e. driver). Cartons can be broken down into smaller boxes of approx. 50 face masks, but DHSC cannot deliver smaller quantities than full cartons