Covid-19:

Recommendations on receiving and shipping goods

DRIVER / ROAD HAULIER

- Clean your driver's cabin on a daily basis, preferably several times. Focus especially on inside and outside door handles as well as steering wheel and dashboard.
- **2. Disinfect hands** by both entering and leaving the driver's cabin. Alternatively, wash hands with water and liquid soap.
- **3. Keep a good distance** and avoid contact with other persons.
- **4.** Use gloves when you are outside the truck.
- **5. Keep yourself informed** on the customer's instructions before entering the address.
- 6. Open up the vehicle and hand over/accept freight documents where the consignor/ consignee has instructed to do so. If you must load/unload yourself, pay attention to barriers.
- **7.** Stay in the driver's cabin wherever possible while at the customer, unless otherwise required.
- **8.** When using electronic tools issuing receipt for accepting goods and signing CMR documents, the receiver should wear gloves and/or use his/her own tool for receipt.
- **9. Keep freight documents in a folder** or other closed organiser when carrying them in the driver's cabin.
- **10. Use your common sense** and take care of yourself and others.

CONSIGNOR / CONSIGNEE

- **1. Prepare a pamphlet** on how to handle the goods and make sure that your coworkers are instructed thoroughly.
- 2. Prepare instructions for the drivers who arrive at your address. Mount direction signs at the entry, prepare large signs in several languages and/or send your instructions electronically to the carriers before arrival. Make sure a person is present to receive the truck/goods so the driver does not have to look for personal. This may take place by providing the driver a phone number for contact. Make sure the personal is instructed in answering the phone.
- **3. Prepare barriers** unmistakably indicating the boundary line between internal and external persons.
- 4. Have plenty of hand disinfection mounted at entrances and exits both for internal and external persons.
- 5. Clean loading equipment regularly, especially if the driver must himself unload using his own equipment.
- 6. Designate a place for handling documents.

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- 7. Designate possible toilet facilities for the driver, you may put up 'festival toilets' in the drivers' area.
- **8.** Avoid unauthorised persons staying unnecessary at your address.
- **9. Instruct drivers** waiting for goods to stay in their vehicles.
- **10. Do you have many loading ramps** make sure to create plenty of space between the vehicles; you could e.g. keep every second ramp empty.
- **11. Use your common sense** and take care of yourself and others.













