

Covid-19:

Recommendations on receiving and shipping goods

DRIVER / ROAD HAULIER

1. **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.** When using electronic tools for issuing receipt for acceptance of goods as well as signing CMR documents the receiver should wear gloves and/or use his/her own tool for receipt.
7. **Designate possible toilet facilities for the driver**, you may put up 'festival toilets' in the drivers' area.
8. **Avoid unauthorised persons** staying unnecessarily 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.