

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 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.