



Handling Documents and Cash Process

The BC Centre for Disease Control (BCCDC) says handling documents and cash has low risk of causing COVID-19. There is no evidence that COVID-19 can be passed on through touching or handling money. The BCCDC says: “It is safe to handle cash and documents. However, it would be advisable to wash your hands frequently, and always before eating, after using the washroom, and before touching your face.” <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>

Although the risk is low, it is important that you are cautious. It will reduce your risk of exposure. Below are recommendations to reduce your exposure to COVID-19. You should limit contact with documents such as bill of lading (BOL), proof of delivery (POD), waybills and other shipping documents that are exchanged between workers.

Recommended Process for Pick-ups

1. The driver is to back up to the shipper door and enter through the shipper/receiver entrance as usual.
 - The driver is to report their arrival verbally (avoid personal contact and stay 2 meters, or 6 feet, away from others). Then go back to your truck.
 - The shipper will load freight and sign as the shipper on the documents (bill of lading, waybill): “As per [Carrier Name] and date.” Include the shipper’s load and count.
 - The shipper is to keep a copy and secure the carrier’s copy of the bill of lading and waybill on the last pallet inside the trailer.
 - If there are differences or errors in the physical count, they are to be decided at the carrier’s cross dock (offloading). The shipper is to be notified.
2. Drivers will not spend any more time than is necessary inside the shipper’s facility. Wait outside or in the truck until you are told that loading is complete.
 - The shipper is to advise the driver when loading is complete (e.g., bang on the inside of the trailer wall, knock on the driver’s window, etc.). The shipper may also contact Dispatch immediately to tell them loading has been completed.
 - The shipper is responsible to make sure the driver is told loading is complete.
 - If there is less than a truckload (LTL), advise the driver as to what was loaded on the trailer.



Recommended Process for Deliveries

1. The driver is to back up to the receiver's door and enter through the regular shipper/receiver entrance.
 - Report your arrival and stay 2 metres (6 feet) away from others. Avoid unnecessary personal contact. Request the receiver's name and return to your truck.
 - The proof of delivery (POD) will be secured to the freight.
 - The receiver is to offload the freight.
 - The receiver is to email their primary contact at Dispatch if there are any differences or errors with the freight vs the proof of delivery (POD).
 - The driver will record on the carrier copy of the proof of delivery: "As per (receiver's name) and date" as it is given when you arrive.
2. Drivers will not spend any more time than is necessary inside the shipper/receiver facility. Wait outside or in the truck until you are told that loading has been completed.
 - The receiver is to tell the driver that loading has been completed (e.g., bang on the inside of the trailer wall, knock on the driver's window, etc.). The shipper may also immediately email Dispatch that loading has been completed.
 - The receiver is responsible to make sure the driver is told that they can leave.

Recommendations for pickups and deliveries sourced from Canadian Trucking Alliance
<https://safetydriven.ca/resource/canadian-trucking-alliance-bol-pod-process/>

Additional Preventative Measures

- Electronic bill of lading (BOL) or waybill. The shipper will email these to the receiver. The receiver will confirm by email that the document is accurate. The receiver will report any differences or errors by email, once the delivery has been received.
- The bill of lading (BOL) or waybill is to be emailed to the receiver, who will print and sign it. The receiver will leave a copy in a pre-determined location for the driver to collect.
 - The driver must be advised ahead of time of the location of documents.
- The driver will stay 2 metres (6 feet) from others. The driver will sign the bill of lading (BOL) or waybill in front of the receiver and then leave a copy with the paperwork.
 - Do not share pens. Use your own pen.
- Set up a paper exchange process. For example, the driver will place documents in a given location for the shipper to collect and sign. Then the shipper will either return a copy to the driver in the same way or email or fax it to the driver's terminal.

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- Agree to a process with your customer that allows you to deliver the freight without leaving or exchanging physical paperwork. Modify the requirement for a signature if possible.
- Take pictures of paperwork rather than physically handle it if necessary.
- Send as many documents as possible by email to reduce the number of documents that have to change hands.
- Remove the requirement for a signature if possible.
- Store documents in a clean plastic zip bag that can be disinfected easily (inside and out).
- Limit the use of cash transactions when possible.

Note* Transportation of Dangerous Goods (TDG) documents must remain with the loaded vehicle at all times in an area that is visible.