



# What You Can Do for Our Driver Checklist

To:

Driver: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

From:

Pickup/Delivery Site (Company): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I am a Shipper/Receiver for \_\_\_\_\_

You are scheduled to arrive on site at **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

## To limit exposure to COVID-19 for you and me, this is what I will do for you:

- Maintain physical distancing of 2 metres/6 feet
- Regularly wash my hands
- Use the following PPE (in addition to steel-toed shoes and Hi Vis vest):
  - Nitrile Gloves (instead of regular work gloves)
  - Face mask
  - Hand sanitizer
- Clean and disinfect:
  - Surfaces around me
  - Equipment I use
  - Anything on your truck that I touch:
    - Seal
    - Door handles
    - \_\_\_\_\_
- Cough/sneeze into my elbow/a tissue
  - a. Wash my hands immediately after I cough/sneeze
- Self-monitor for COVID-19 symptoms every day
- Report any symptoms to my employer
  - a. NOT come to work/on site if I have any COVID-19 symptoms
- Continue to self-isolate on my days off



## This is what you will do for me while you're on my site:

- Have your dispatch notify my dispatch 10/15/20 minutes before your arrival
- Notify my dispatch/me when you have arrived
- I will come out to break the seal while you stay in your truck
- I will stay at least 2 metres/6 feet away while you open the doors (if a barn-door style trailer) and back the load in
- You will drop the paperwork in a designated area that I have provided to you (receiving desk, paperwork tray, clipboard etc.)
- I will offload the trailer and place PODs (stickers) on the paperwork while you observe from a distance of at least 2 metres/6 feet at all times
- Once unloading is complete, I will:
  - Sign the receiving paperwork and place it in the designated area
  - Send a text acknowledging receipt of goods
  - Take a picture of the signed paperwork and send it to:
    - Me
    - My dispatch
    - My supervisor

NOTE: At **NO time** will you or our people be within 2 metres/6 feet of the receiver or designate or any other worker on your site.

- You will then take the paperwork from the designated area and sign it as proof of delivery
- Take picture
- Ask for shipper's name as sign-off
- You will pull the trailer away from the door and close the doors
- I will come out and put the seal on (if required) while you remain in your truck
- You will verify the seal number is correct and leave our site