**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

1. Wash my hands immediately after I cough/sneeze

Self-monitor for COVID-19 symptoms every day

Report any symptoms to my employer

1. 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