



What I Will Do For You

To:

Phone Number: _____

Email: _____

From:

Driver: _____

Phone Number: _____

Email: _____

I am a driver for _____

I am 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:

1. Maintain physical distance of 2 metres/6 feet
2. Wash my hands regularly
3. Use the following PPE (in addition to steel-toed shoes and Hi Vis vest):
 - a. Nitrile Gloves (instead of regular work gloves)
 - b. Face mask
 - c. Hand sanitizer
4. Clean and disinfect:
 - a. Surfaces around me
 - b. Equipment I use
 - c. My truck (door handles, keys, steering wheel, switches, etc.)
5. Cough/sneeze into my elbow/a tissue
 - a. Wash my hands immediately after I cough/sneeze
6. Self-monitor for COVID-19 symptoms every day
7. Report any symptoms to my employer
 - a. NOT come to work/on site if I have any COVID-19 symptoms
8. Continue to self-isolate on my days off



This is what I will do for you while I'm on your site:

1. Notify receiving when I arrive for scheduled delivery
2. Receiver or designate will come out to break the seal while I stay in my truck
3. Once the receiver or designate has left the area I will open the doors (if a barn-door style trailer) and back the load in.
4. I will drop the paperwork in a designated area that receiver or designate provides (receiving desk, paperwork tray, clipboard etc.)
5. The receiver or designate will offload the trailer and place PODs (stickers) on the paperwork while the driver observes while staying at least 2 metres/6 feet away at all times.
6. Once complete, the receiver or designate will: *the following are suggested options; you may have your own procedures
7. Sign the receiving paperwork and place it in the designated area
8. Send a text acknowledging receipt of goods
9. Take a picture of the signed paperwork and send it to:
 - a. me
 - b. my dispatch
 - c. my supervisor

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

1. I will take the paperwork from the designated area and sign it as proof of delivery
2. I will pull the trailer away from the door and close the doors if necessary
3. Receiver or designate will come out and put the seal on (if required) while I remain in my truck
4. I will verify the seal number is correct and leave your site

Please see ***Handling Documents and Cash Process Handout*** for additional information.