**What You Can Do for Our Driver Checklist**

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| --- | --- |
| **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