



In the workplace: Receiving area

What to do

- 1 Vendors should be given specific times to make their deliveries
 - Scheduling of deliveries should be staggered to minimize the number of people in the receiving waiting area
- 2 All staff should wash hands thoroughly with soap and water for at least 20 seconds on arrival at the receiving area, frequently throughout the shift, and anytime they have touched a surface or object that may be contaminated
 - If a sink is not available in the receiving area, hand sanitizer may be used as an alternative, but soap and water is more effective against the Covid-19 virus than hand sanitizer
- 3 The platform, table, cart, or other surface where items being delivered are placed as they are unloaded from the delivery vehicle should be cleaned and disinfected at the beginning of each shift, between pickups, and at the end of the shift
- 4 Delivery personnel should do the following:
 - Contact the kitchen/restaurant at least 30 minutes before anticipated arrival; they should be asked not to enter the receiving area if they are ill
 - Use the bell or other device to notify kitchen/restaurant staff of their arrival; they should not enter the kitchen/restaurant facility
- 5 Kitchen/restaurant staff should meet delivery personnel at the receiving area so they do not have to enter the restaurant/kitchen facility themselves
- 6 Kitchen/restaurant staff and delivery personnel should do the following during the delivery/receiving process:
 - Wear face coverings at all times
 - To the extent possible, maintain at least six (6) feet of distance between one another at all times
 - Use “no-contact” transfers when items are unloaded from the delivery vehicle and carried into the kitchen/restaurant facility; delivered items should not be handed directly from delivery personnel to kitchen/restaurant staff
 - Delivery personnel should unload items from the delivery vehicle and place them on the designated table or other surface; kitchen/restaurant staff should not enter the delivery vehicle themselves
 - Kitchen/restaurant staff should pick up the delivered items from the designated table or other surface and carry them into the facility; delivery personnel should not enter the kitchen/restaurant facility