

COVID-19 – Outside Freight Delivery Guidelines

Any freight deliveries made to our facility should follow the guidelines below.

- Maintain 6 feet social distancing distance at all times.
- Put signage up on exterior doors or at loading/unloading area advising drivers to remain at or near vehicle and call number on sign to get loaded or unloaded
- Have drivers unstrap loads and/or bring product to rear of trailer
- Unload with forklift
- Give driver your name for a signature. If any discrepancies with bill of lading make sure it is noted
- Have driver leave paperwork near product and wear gloves when handling paperwork
- Wipe down any touch points on product that driver or unloader has come in contact with
- Wash hands with soap and water after handling paperwork and discarding gloves
- Carry your own pen to make any notes on paperwork and sanitize pen after each use