# COVID-19 Delivery Company Checklist for Employers and Workers

This resource has been updated to meet the requirements of the revised Cal/OSHAs standard adopted on June 17, 2021. It is for use with your [COVID-19 Prevention Program](https://www.safeatworkca.com/globalassets/safety-resource-library/publications/covid-19-cpp-template.docx).

* Create a COVID-19 Prevention Program and communicate it to your employees.
* Inform all drivers of [the symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf) and the [ways to stop the spread.](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf)
* Inventory supply of gloves, masks, and other PPE, and re-order supplies as needed.
* Provide training for the [use of face masks/face covers](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) per your company policy.
* Provide drivers with hand sanitizer.
* Clean the inside of vehicles at the end of the shift. This should include most touched areas, door handles, steering wheels, radio, glove compartment, vehicle controls, and other affected areas.
* Avoid sharing hand-held devices between delivery driver and customer. Set procedures accordingly.
* Clean shared mobile phones, headphones, smart watches, and other personal electronic devices after use.
* Make sure workers [wash their hands](https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf) or rub with hand sanitizer for at least 20 seconds frequently throughout the day.
* Create a no-contact delivery method that avoids having the driver putting packages in a customer’s hands. If needed, use pictures for proof of delivery.
* Ask for packages to be placed in a location where you can physically pick them up rather than taking them from customers.
* Avoid close contact with all people by staying 6 feet away while delivering or picking up packages.
* Name a COVID-19 representative or group to provide updates to employees.
* Remind workers of [COVID-19 safe work practices](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html) on a regular basis. For example, train in small groups and keep a distance of at least 6 feet away from each other during trainings and other interactions.
* Implement a method for confidential reporting of personal illness and steps to take if a worker [tests positive for COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html).
* If a driver is at work and starts to feel sick, they should contact the dispatcher immediately to plan for another driver to complete their route. Disinfect the vehicle after a symptomatic person has been in it.

Employers shall follow [CDC](https://www.cdc.gov/coronavirus/2019-nCoV/index.html), [State](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx) and [Local Health Department](https://www.naccho.org/membership/lhd-directory?searchType=standard&lhd-state=CA#card-filter) guidelines, and Cal/OSHA regulations to implement protective measures for delivery services, and set other policies that can help protect safety and limit transmission of the coronavirus. The goal is to make sure that all workers are informed on the current situation and changes.

For additional resources, visit [Safe At Work California’s COVID-19 Resources page](https://www.safeatworkca.com/topic/covid-19/).