



# COVID-19 Safe Workplace Guidance

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## Receiving Materials & Packages

The World Health Organization (WHO) advises it is safe to receive packages from areas where COVID-19 has been reported, advising that...

*“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.”*

Information on the CDC website supports this statement, saying, *“In general, because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures.”*

COVID-19 is mainly spread from person-to-person contact through coughing and inhalation of the resulting airborne droplets. The virus does not survive for long on surfaces and the length of shipment time and other environmental factors should inactivate the virus.

If packaged materials have been in transit and/or storage for more than 48 hours from last human contact within an affected area:

- No further action needs to be taken.
- Use normal PPE, i.e. gloves and safety glasses.

If packaged materials have been in transit and/or storage for less than 48 hours from last human contact within an affected area (for example, packages set via UPS, FEDEX, USPS Express), follow procedures outlined below:

While not necessary, the following precautions are suggested:

- Use PPE such as disposable nitrile gloves, cut-resistant gloves, disposable surgical masks and/or N95 respirators.
- Disinfect surfaces with a 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant, as appropriate to the surface(s) being treated (these chemical agents should only be used by trained and authorized personnel).

Other important actions to take:

When interacting with, picking, receiving, and putting-away materials, please minimize physical contact. This means:

- Securing the receiving location to minimize all foot traffic in work areas,
- Establishing a buffer zone for drop-off and pick-up of ordered materials, and,
- Streamlining all paperwork in trays where documents can be transferred safely.

If you receive an expedited package from an area where COVID-19 is present and are concerned about possible surface contamination, consider these steps:

- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose or mouth