



PROCEDURES FOR CONSUMABLE AND EQUIPMENT DELIVERY AND PICK UP

- 1) Always wear proper PPE when making a delivery or pick up, this includes the following:
 - a) A mask or face covering.
 - b) Disposable gloves
 - c) Eye protection/Safety Glasses
 - d) Hard Hat
- 2) When making a delivery to a customer the best approach is to minimize person-to-person contact. If possible, ask the customer on site to meet you outside to receive or return product and equipment.
- 3) When giving a customer consumable items, make sure you wear rubber disposable gloves when handling the items to reduce the risk of spreading COVID
- 4) Make sure to keep a 6 Foot distance between you and the customer
- 5) When picking up equipment:
 - a) Wear disposable gloves and Face Covering when touching equipment being returned
 - b) Negative Air Machines are **NOT** allowed to be returned with filters still in them. The filters must properly be disposed of on site.
 - c) When you are done loading the equipment into your delivery vehicle, make sure you remove the rubber gloves and dispose of them properly before entering the cab of the truck.
- 6) Either on the jobsite, upon return to the yard or once in the quarantine area, you must put on disposable rubber gloves, take a manilla tag and will write the date on the tag and attach it to the tool or equipment.
If an entire gang box of equipment comes back 1 tag can be used and put on the outside of the gang box. The tag will say "Entire Gang Box" and the date.
- 7) All tools and equipment that are returned will go into the **QUARANTINE AREA**. This is in the warehouse directly across from the repair shop.
- 8) Please make sure you wipe down the cab of your truck daily, this includes high touch surfaces such as:
 - a) Steering wheels,
 - b) buttons, knobs, & dashboard
 - c) Anything else that is considered a high touch area.