

**ADVISORY ON COVID-19 PRECAUTIONS
FOR BUSINESSES RECEIVING DELIVERIES**

To ensure workplace safety and health, businesses are advised to put in place the following COVID-19 precautionary measures when receiving deliveries.

1. Businesses should ensure onsite personnel wears mask at all times, except during activities that require/permit masks to be removed (e.g. during meals). All personnel are recommended to use masks with good filtration capability (eg. reusable masks made of at least 2 layers of fabric, and surgical masks).
2. Businesses should adopt measures to facilitate TraceTogether-only SafeEntry and contact tracing, where necessary.
3. All personnel are encouraged to download and activate the TraceTogether App or carry their TraceTogether token. Personnel who are unwell are advised to stay home.
4. Businesses should adopt procedures to observe safe distancing at all times, including during the unloading and delivery of cargo.
5. Businesses should adopt procedures to minimize contact between cargo delivery personnel and the local handlers (eg. Personal Protective Equipment (PPEs) for local handlers, physical barriers to prevent contact, emphasis on safe distancing measures etc.). Contactless delivery and e-invoicing is strongly encouraged, and delivery personnel should avoid leaving their vehicle unnecessarily. If e-invoicing is not available, businesses should consider having work-arounds to avoid physical contact in the processing of invoices.
6. Businesses should designate delivery loading, unloading and holding areas for exclusive use by cargo delivery personnel. It is encouraged to improve the ventilation of these areas and to minimize the number of people in these areas at any point of time.
7. Businesses should designate toilets for exclusive use by cargo delivery personnel, located away from other staff amenities. Toilets should be equipped with hand soap and cleaned regularly.

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For your information, delivery personnel making deliveries from outside Singapore had been provided a separate advisory to observe safe management measures:

1. Personnel to wear mask at all times, except during activities that require/permit masks to be removed (e.g. Meals).
2. To observe safe distancing at all times.
3. To avoid leaving the vehicle unnecessarily and any physical contact with others while making deliveries.
4. To deliver cargo directly to destination and do not detour or move around unnecessarily.
5. To check with employees on where are the toilets available for use.
6. To follow entry requirements in place (TraceTogether and SafeEntry).
7. To not stay beyond 24 hours, unless there are extenuating circumstances.
8. Wash hands often with soap and avoid touching your face.