



## In the workplace: Receiving area

### How to organize

- 1 There should be a designated area for receiving deliveries of food, equipment and supplies
- 2 The receiving area should have sufficient space to allow workers to maintain physical distance of at least six (6) feet between one another and between themselves and people making the deliveries
- 3 The receiving area should have the following:
  - A handwashing station supplied with soap and paper towels (if plumbing does not allow for a sink, a hand sanitizing station may be used as an alternative, but soap and water is more effective against the Covid-19 virus than hand sanitizer)
  - A no-touch, closed-lid trash receptacle
  - Sanitizer wipes
  - Disposable paper or cloth face coverings for people making deliveries to wear if they are not wearing a face covering on arrival at the receiving area
  - A clearly marked bell or other sound device for people making deliveries to use to alert kitchen/restaurant workers to their arrival
  - A platform, table, cart, or other surface for items being delivered to be placed on as they are unloaded from the delivery vehicle
  - Signage that addresses the following:
    - Not entering the receiving area if ill, and steps to take if ill on arrival
    - What to do if they become ill while in the receiving area
    - Reminders regarding wearing face coverings, handwashing or hand sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and not using cell phones in working areas
  - Instructional diagram on how to wash hands and for how long