



## **COVID-19 Policy for Equipment Shipment and Receipt**

This Policy outlines expectations for **Equipment Shipment and Receipt** until further notice. These expectations are in addition to those contained in the **company handbook for COVID-19**. We are following the direction of the local, state, and federal government, and monitoring the external situation. We will adjust our actions and Policies as required. This Policy is intended to protect you as well as others from contracting the illness.

### **Shipment from WG Location**

**(For example, sending out rental equipment from a WG facility.)**

- The driver should stay near the dock and their truck to minimize coming in contact with others. A warehouse coordinator should bring trucks to and from the dock areas for loading. The driver should refrain from coming in contact with others.
- Prior to securing equipment on truck, the truck driver must put on Nitrile gloves. Avoid coughing onto gloved hand. If this occurs, wash hands and then change gloves.
- All equipment being received or shipped must be sanitized where frequently touched. These areas include the steering wheel, finger controls, and grab bars.
- Upon exiting cab of truck at a customer location, the driver is required to wear safety glasses and nitrile gloves.
- When the driver operates equipment during loading/unloading at a customer location, the driver must sanitize all equipment using an approved sanitizer or wipe. Paying special attention to clean frequently touched areas such as the steering wheel, finger controls, and grab bars.
- After the equipment has been loaded/unloaded, they must properly dispose of nitrile gloves, sanitary wipes, and other hygienic cleansers, and apply hand sanitizer (of at least 60% alcohol) before entering cab.

### **Pickup from External / Customer Location**

**(For example, picking up rental equipment from a customer facility.)**

- Our driver should try to remain outdoors and not enter customer facility except as business critical, and should maintain social distancing. Mixing with others should be minimized.
- Upon leaving the cab of the truck at external locations, the driver is to wear safety glasses, and apply nitrile gloves.
- The driver must sanitize all equipment using an approved sanitizer or wipe before operating it. Be sure to clean frequently touched areas such as the steering wheel, finger controls, and grab bars.

- After securing load, dispose of sanitary wipes, other hygienic cleansers, and gloves properly.
- Before entering truck cab, driver must apply hand sanitizer (of at least 60% alcohol).

## **Receipt from External / Customer Location**

**(For example, new equipment arriving from factory or rental equipment arriving from a customer location.)**

- The driver is to maintain social distancing and avoid mixing with other as much as possible.  
**Practice Social Distancing:**
  - Always maintain a 6-foot distance from other people. Refrain from physical contact such as handshakes.
  - Minimize movement outside your designated workspace, unless business required.
- Prior to removing equipment from truck, the WG employee must put on Nitrile gloves. Avoid coughing onto gloved hand. If this does occur, the employee must remove gloves and wash hands for 20 seconds with soap and water, or use hand-sanitizer with 60 percent alcohol content.
- Immediately after unloading equipment, an employee must sanitize all equipment using an approved sanitizer or wipe. Be sure to clean frequently touched areas such as the steering wheel, finger controls, and grab bars. Complete sanitation before moving equipment inside a building or to a storage location.
- After sanitizing the equipment, the driver must either dispose of nitrile gloves and wash hands or apply hand sanitizer (of at least 60% alcohol).