



Coronavirus

# Protection against infection in postal and parcel logistics

Information for postal logistics and courier, express, and postal services

EN



Thorough hand hygiene and compliance with the required minimum distance of 1.5 m are the best ways to protect against infection. Social distancing is not always possible for employees in postal logistics and in the CEP sector. It is therefore all the more important to provide employees with information, equipment and time resources for infection control and to ensure that the defined measures are implemented.

## Delivery of letters and parcels

Protect your delivery staff by ensuring that they

- maintain a minimum distance of 1.5 m from other persons both during preparatory and follow-up work at stationary locations and at the customer's premises
- use contactless alternatives or, if necessary, temporarily waive the need for acknowledgement on the hand scanner
- pay attention to hand hygiene and use canisters with water and liquid soap, possibly also hand disinfectant, for thorough hand washing
- accept or hand over the products or samples to be transported outside of the practice rooms as much as possible when delivering medical samples

## Branch office

To protect your staff,

- you can use protective screens or films at cash registers and counters. This reduces the contamination of the workplace through exhaled air (e.g. when coughing)
- limit the number of customers in the room in order to keep the potential exposure to infectious agents in the room air low
- ensure sufficient distance, e.g. with markings or warning tape in waiting areas
- promote cashless payment

### Regular ventilation

serves to improve hygiene and air quality: possible pathogen-containing, fine droplets in the room air are thus reduced.

## Stationary letter and parcel logistics

How to best protect your employees:

- Make sure that distance and hygiene rules are strictly observed. This applies not only to the work space itself, but also, for example, to paths, stairs, lifts, canteens, at meetings and during breaks. Where sufficient distance is not possible, you must provide face masks and make sure that they are worn.
- Reorganise the distribution of food in canteens to avoid queues. If necessary the canteen must be closed.
- Work equipment that is not assigned to a specific person must be cleaned before handover. The cleaning procedure must be described and made known to the employees.

## How do you keep shared vehicles as virus-free as possible?

Having fixed teams per vehicle restricts the number of users. Vehicles that are alternately driven by several employees should be cleaned as follows before handover:

- Make sure that operating elements, handles, and other surfaces are thoroughly cleaned with grease-dissolving household cleaners. If available, disposable cloths soaked in detergent or soapy water are ideal for this purpose and should then be disposed of. Alternatively, chemical disinfectants can be used – however, they do not promise any additional benefit compared to the above-mentioned cleaning agents. The disinfectants should have at least some degree of virucidal effect.
- For long-distance transport, it should go without saying that staff use their own or personally assigned towels, sheets and blankets, which should be washed in the washing machine at 60° C after use. Subsequent ironing helps with disinfection.

Before the vehicle is used by others, the driver's cab should also be thoroughly ventilated.

## In case of illness of employees

If employees develop fever, cough, or shortness of breath, they should consult a doctor – after making an appointment by telephone. If Covid-19 is suspected, they should also report to the responsible health authority and are not allowed to stay on the premises under any circumstances.

## Contact with letters and parcels

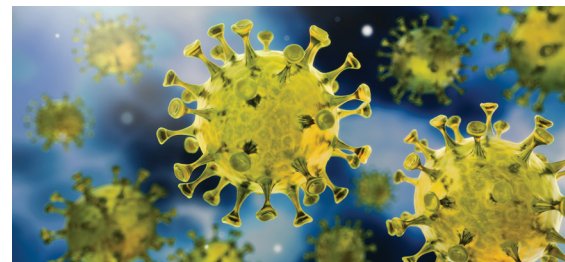
To date, no cases have been reported where infection has occurred through contact with postal items. This has also been confirmed by an assessment of the Federal Institute for Risk Assessment (BfR). Nevertheless, it is important to observe the general rules of hygiene, especially for washing hands.

## Are instructions on occupational health and safety to be carried out now?

Routine instruction can be postponed to a later date. Safety-related training for new activities, in new work areas, and for new employees must be carried out, as well as training on pandemic rules and measures. The distance and hygiene rules must also be observed here.

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## Quick question

Which recommendations for infection protection should companies follow?

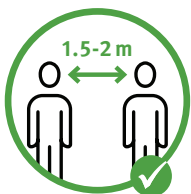
The regulations of the federal states and, if applicable, of the local authorities also apply to those insured with BG Verkehr. The BMAS occupational health and safety standard and its industry-related specification by BG Verkehr must be observed. In everyday work, company doctors and occupational safety specialists are qualified contact persons.

Current information from BG Verkehr  
Industry-specific specification of the BMAS occupational safety standards:  
[www.bg-verkehr.de/coronavirus](http://www.bg-verkehr.de/coronavirus)

Media from the DGUV (free of charge)  
[Flyer: Coronavirus SARS-CoV-2 – \(Suspected\) cases of illness in the company](#)  
[Poster: Coronavirus – General protective measures](#)  
[PDF: "The Corona Virus: Protective Measures for Employees at Checkout Workstations in Retail" \(German\)](#)

Further information  
[www.rki.de](http://www.rki.de)  
[www.infektionsschutz.de](http://www.infektionsschutz.de)

## General protective measures



Maintain at least  
**1.5 m distance**  
from others!



Wash hands regularly and  
thoroughly with **soap and**  
**water** for **30 seconds!**



Cough and sneeze into  
the **crook of your arm**,  
not into your hand!