

Construction: How to handle deliveries?

Deliveries pose a risk of contamination. It is important to ensure the times that incoming and outgoing suppliers arrive and leave is spread out as much as possible.

A number of guidelines regarding deliveries

- Execute orders by telephone and by email as much as possible.
- Work with a registration system on the construction site, and appoint a person to be notified.
- Close the site gate, also during the day, and display telephone number(s) for arrivals to contact.
- Try to stagger deliveries.
- Designate a waiting zone and drive-through zone, separate the loading and unloading zones from the site locations as much as possible.
- Only employees for each contractor, recipient and supplier involved should touch their own equipment. Do not allow employees on the site to come into contact with a truck, van or parts thereof (crane, material, etc.)
- If third parties arrive at the yard, they must provide their own PPE.
- Delivery notes must not be left behind physically, and they are only to be signed off by the employee delivering the equipment. The receipts are to be sent digitally

This document was prepared on 20 April 2020 on the basis of the measures in force on that date.