

COVID-19 Precaution During Handling and Receiving Package

According to the [Centers for Disease Control and Prevention \(CDC\)](#), COVID-19 is thought to be transmitted through close (within 6 feet) person-to-person contact. A sick person can spread the virus through the respiratory droplets produced when they cough, sneeze, or talk. Another person who is close could potentially inhale it into their lungs or droplets could land on their mouth or nose. Some people are sometimes without symptoms and may also spread it in the same manner.

Building facilities should have designated areas for deliveries of packages and shipment. This is typically located in the building loading docks. A sign should be posted indicating that the area is **Designated for Deliveries of Packages**. Individuals that handle parcel or packages are potentially at risk to COVID-19 due to close contact with a co-worker, a delivery recipient, or when you touch a surface handled by a person who has COVID-19. This document is intended to provide guidance on practices and procedures to help prevent or lessen the potential for becoming sick from COVID-19 while conducting your work. More guidance and information may also be obtained from [CDC](#). Please contact Environmental Health and Safety at 617-353-4094 at CRC or 617-358-7840 at BUMC with any questions. This guideline will be updated as needed.

General Guidance

Individuals that work on campus must know the following:

- Each building has an assigned Building Coordinator. They will work with Facilities, EHS, and others to set up guidelines and procedures for safe building operations.
- Individuals must follow these guidelines, procedures, and signs.
- Individuals are required to wear facial coverings when on campus in public and work areas. The only exceptions to this are if you are in your own private office to which you can close the door or are outside of the building and are able to maintain 6 feet social distance. [Facial covering](#) include cloth masks (picture shown), scarf, or bandana.



Cloth Mask

Unwell/Sick Reporting

Individuals must do the following when feeling unwell or sick:

- Stay home when you do not feel well or sick.
- Inform your supervisor.
- Contact your primary care provider.
- If you are sick with COVID-19 contact the BU COVID-19 hotline at 617-353-4900 to report illness.
- Self-quarantine immediately.

Guideline for Handling Packages

The following guidelines are provide as precautions when handling packages:

- Wear your mask at all times.
- Wear disposable gloves when handling packages.
Conduct the following procedure when opening original shipping packages or removing from outer packaging:
 - o Have the appropriate tools such as a utility knife, ready for opening the box. Tools should be wiped carefully with disinfectant after use and before storing away.
 - o Remove and change your gloves after the box has been opened before retrieving the item inside.
 - o Retrieve the item inside the box with a clean pair of gloves. Set aside the item on an area previously wiped clean with disinfectant spray or wipes.
 - o Discard/recycle the outer box. Outer packaging should be taken to final the destination.
 - o Remove your gloves and wash your hands with soap and water for at least 20 seconds.
 - o Wear a new pair of gloves when distributing items.



Wear disposable gloves



Have tools needed ready



Replace gloves after opening



Retrieve the item

Hygiene and Cleaning

Workers should follow good hygiene practices and and perform daily cleaning:

- Wash your hands with soap and warm running water for about 20 seconds frequently, after removing gloves, and before leaving the work.
- Avoid touching your face.
- Establish a routine cleaning of frequently touched surfaces such as doorknobs, cabinet handles, faucet handles, desktops, and other surfaces frequently.
- Keep cleaning logs that include the date, time, and scope of cleaning used with disinfectant wipes.

