



Coronavirus

EN

Protection against infection in postal and parcel logistics

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



Thorough hand hygiene and compliance with the required minimum distance of 1.5 m are the best ways to protect against infection. Maintaining a safe distance 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 dispense with the recipient's signature on the hand scanner
- pay attention to hand hygiene and use the canisters of 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 social distance and hygiene rules are observed. This also applies for the paths, stairs, lifts, canteens, at meetings and during breaks. Where sufficient social distancing is not possible, you must provide medical face masks and make sure that they are worn. This also applies for the rooms in which several people work at the same time and less than 10 m² per employee is available.
- 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.

If an employee falls ill

If an employee develops symptoms such as a fever, a cough or shortness of breath, they must leave the company premises immediately and stay at home. The affected person should then consult an attending physician as soon as possible, initially by telephone.

Contact with letters and parcels

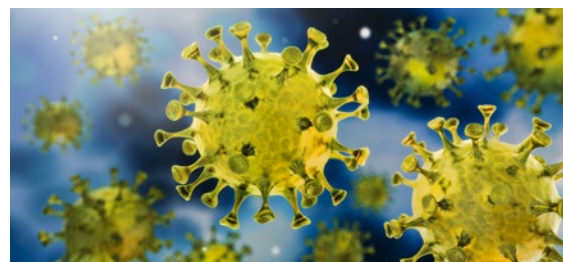
To date, no cases have been reported where infection has occurred through contact with postal items. Nevertheless, it is important to observe the general rules of hygiene, especially for washing hands.

Are training sessions to be carried out?

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.

BG Verkehr
Geschäftsbereich Prävention
Ottenser Hauptstraße 54
22765 Hamburg

Tel.: +49 40 3980-0
Fax.: +49 49 3980-1999
Email: praevention@bg-verkehr.de



Quick question

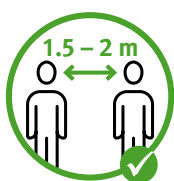
Which recommendations for infection control should companies follow? The regulations of the federal states and those of the local authorities where applicable also apply to those insured with BG Verkehr. The SARS-CoV-2 occupational health and safety standard, the SARS-CoV-2 occupational health and safety rule and the SARS-CoV-2 occupational health and safety regulation of the BMAS as well as their industry-specific specifications by the BG Verkehr must also be observed. In everyday work, company doctors and occupational safety specialists are qualified contact persons.

Current Information from BG Verkehr
Industry-specific regulations
and information:
www.bg-verkehr.de/coronavirus

Media from the DGUV (free of charge)
Flyer: [Coronavirus SARS-CoV-2 – Verdachts-/Erkrankungsfälle im Betrieb](#)
Poster: [Coronavirus – General protective measures](#)

Further information
www.bmas.de
www.rki.de
www.infektionsschutz.de

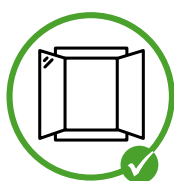
General protective measures



Keep your
distance!



Wear a
mask!



Ventilate
regularly!



Wash your hands
thoroughly!