**COVID-19 v.1 Guidance for Receiving Deliveries, Handling Mail and Packages.**

The World Health Organization [1] advises the likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.

There is no known increase in risk for handling mail or freight from specified countries.

Staff should continue to follow existing risk assessments and safe systems of work for receiving deliveries, handling mail and packages and adhere to the points below.

1. **Hand Hygiene**

Good hand hygiene practiced regularly is the first and most important line of defence against COVID-19 and cross contamination.

It is important to avoid touching your eyes, nose, and mouth with unwashed hands.

Where disposable gloves are used e.g. during mail room operations, these should be disposed of in the general waste between shifts or when leaving the area. Staff must practice good hand hygiene regularly and following removal of gloves, using available hand washing facilities or alcohol based sanitizer where soap and water supplies are not accessible.

1. **Social Distancing**

COVID-19 spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks.

It is important to follow Public Health England guidance and maintain social distancing as much as possible to reduce any risk of COVID-19 transmission between;

* those delivering and receiving deliveries, mail and packages
* staff involved in sorting mail and packages within Post rooms

Where identified, local arrangements must be put in place to enable staff and visiting drivers to observe social distancing.

1. **Cleaning**

COVID-19 can also be spread through droplets expelled by an infected person coming into contact with a surface or object which are subsequently picked up by others through hand contact and passed to the mouth, nose or eyes.

Cleaning minimises the spread.

Further information on cleaning can be found within;

CLEANING GUIDELINES – COVID 19 INFECTION CONTROL MEASURES

*This guidance will be reviewed following any further updates/recommendations made by Public Health England (PHE) relating to receiving deliveries, mail and packages.*