



Guideline to Follow PREVENTIVE MEASURES

For postal and logistic service providers



LOGISTICS
with care

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The Objective of this guide

Follow preventive measures for each category in accordance with the Ministry of Health



The Objective of this guide

1

Preventive measures
when submitting the application

2

Special preventive measures for
vehicles that deliver shipments

3

Preventive measures when
submitting the request to the customer

4

Preventive measures
in offices and warehouses

5

Measures for the client upon receiving
parcels through delivery centers

6

Tracking & Reporting

1

Preventive measures while submitting the application

Issue digital receipts for shipments delivered to customer's address and encourage electronics and contactless means of payments.



2

Preventive measures for vehicles for delivering shipments



Determine the number of people allowed to board a vehicle: only one person for small vehicles and two people for large vehicles (armored transport vehicles excluded). People in vehicle need to maintain physical spacing.



Apply cleaning practices and disinfection of vehicles regularly.



Provide health papers Hand sanitizers for delegates who deliver from the vehicle



3

Preventive measures while submitting the request to the customer



Should Maintain spacing distances (two meters)



Avoid physical contact to confirm Receipt of shipments



Cleansing hands before & after delivery



Sterilize tools used in deliveries after each operation.



should wear Facial respirators made of cloth at all times



Use of electronic payment methods



Should wear the hand gloves & change it after delivery



Avoid shaking hands



4

A - Preventive measures in offices and warehouses



Determine the number of clients present In offices and branches And warehouses with one customer for each 8 m2 for receiving of shipments



Apply spacing between reviewers By leaving a distance of two meters between Everyone and everyone else



Follow a schedule of delivery for shipments to ensure no occurrence of congestion in centers.



Provide hand sterilizers and health check documents at the entrance of offices.



Service personnel must work inside cabins to ensure suitable distance from clients.



Close public places not necessary such as: breaks, Smoking rooms, Canteens etc.



4

B - Preventive measures at offices and warehouses



Create visible floor stickers
Use of barriers to organize
Queues to ensure application
Physical spacing



Follow the Administrative
industry protocols



Cleanse all office facilities
Continuously



All customers are obligated to
wear face mask. We should not
deliver parcels for those who
did not adhere to preventive
measures.



The presence of the security
personnel at Store door to
check the number of person
required inside the store



Provide an electronic system
for tickets. Wait to prevent
overcrowding at the counter of
the service.



Use the recycle bins that work
without having to touch it
when opening



5

The preventive procedures for the customer upon receiving the parcels



Wearing a cloth mask or something
Covering the mouth and nose



Maintaining a safe distance
Among the customers



Hand sanitizing when entering
Delivery centers and at the exit



Get rid of the masks when going out
From the delivery centers



6

Tracking and Reporting



Prepare a detailed daily record for previous travel trips for employees and their health status



Prepare a list of employees who work together, in addition to duration and work date.



Follow the instructions of the MOH and relevant authorities about Covid-19 before permitting any of the employees to appear for work, including employees returning from travel



Be sure to check the temperature and inform the relevant authorities of any employee or delegate appearing with temperature above "38" degrees Celsius, and isolate the individual until done. Transfer to a health care facility

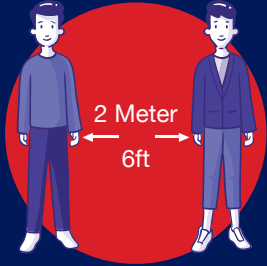


If the individual is registered with confirmed COVID-19 case, One of the two must be applied: The protocols adopted from Prevention Center and MOH And the National Center for Prevention of Diseases and control.



CORONAVIRUS PREVENTION

Take steps to protect yourself



Keep
a safe distance



Wash your hands with
soap for 40 sec constantly.



Use a tissue or your
Arm while sneezing
or coughing



Avoid touching your
Eyes, Nose and Mouth.



Wear a fabric mask



Wear Gloves When
going for delivery



Avoid Handshake



Clean & Disinfect



Call 937 fever, or
shortness of breath, Self-isolate
& Contact Your Supervisor

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