

Delivery Operations

Five-Minute Talks

- Team leaders should conduct talks in smaller groups if this helps with social distancing or conduct talks over intercom system, if possible.
- Re-inforce key messages on distancing and proper, frequent hand washing.

Arriving / Leaving Work

- Leave sufficient distance when walking to / from parking lots, entering / exiting doorways and walking in hallways.
- Wait to access your locker or washroom to ensure you give yourself enough space or reduce sharing a confined space. Please be patient.

Swiping In or Out

- Give enough space when standing in line.
- Pace yourself to keep a good distance in front of or behind people.

Break Time

- Team leaders should consider staggering break times to spread people out.
- Encourage employees to avoid sitting closely together at tables, and to avoid crowding in rest areas.

Sortation Areas:

- Avoid leaving your work space to converse with a colleague.
- Speak with your colleagues from your own sortation case keeping 2m (6ft) distance apart.

Collecting Mail / Neighbourhood Mail / Parcels

- Give enough space when waiting to collect your mail items.
- Pace yourself to keep a good distance in front of or behind people.

Sharing Equipment

- Wait until the equipment is not in use and nobody is near it before you handle it.

Monitor Social Distance While Working

- Team leaders should ensure employees keep 2m (6ft) distance apart wherever possible, and adjust people immediately, as required.
- At times however some tasks will bring people into closer proximity for periods of time.
- Team leaders should seek ways to reduce the duration of these occurrences.

Public Interactions

- Keep a 2m (6ft) distance if you find yourself in a specific situation where you are dealing with or around the general public.

Safety Behaviour

- Please look out for yourself and your colleagues by doing your best to practise social distancing.

Every precautionary step we take helps. If you see something, say something. If you have any questions, talk to your team leader.