

# COVID-19 Preparedness Plan Guidance: Requirements for Distribution and Delivery Services

2/12/2021

Executive Order (EO) 21-07 will go into effect Saturday, Feb. 13 at 12:00p.m. (noon) and is an amendment to EO 21-01 which does not have an end date. Distribution and Delivery Services must continue to comply with the requirements set forth in EO 21-01. This guidance is not affected by amendments to EO 21-01 through EO 21-07.

For guidance related to passenger transportation, refer to the [COVID-19 Preparedness Plan Guidance: Requirements for Passenger Transportation \(PDF\)](#) ([http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_passenger\\_transportation.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_passenger_transportation.pdf)).

Frequently asked Questions about all Executive Orders may have additional clarifications about requirements and recommendations. See [Frequently Asked Questions about Stay Safe MN](#) (<https://mn.gov/covid19/for-minnesotans/stay-safe-mn/faq.jsp>) or [Stay Safe Guidance for Businesses and Organizations](#) (<https://staysafe.mn.gov/industry-guidance/index.jsp>).

Updates since Jan. 22, 2021 include clarifications around intended users of the guidance and risks associated with shared transportation during the COVID-19 pandemic.

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## Executive Order (EO) 21-01

The full Executive Order (EO) with all requirements can be found at [Executive Orders from Governor Walz](#) (<https://mn.gov/governor/news/executiveorders.jsp>).

## COVID-19 Preparedness Plan requirements under EO 21-01

For the duration of EO 21-01, Distribution and delivery services must comply with the following requirements:

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# COVID-19 Preparedness Plan Guidance: Requirements for Distribution and Delivery Services

This guidance applies to delivery (e.g., food, grocery, package, parcel, and mail), in-home delivery services (e.g., furniture, appliances), over-the-road, and long-haul truck drivers.

This guidance does not address employer-sponsored carpooling, or passenger transportation services provided by or hired by an employer for the purposes of transporting workers. To limit the special risks of shared transportation, worker transportation and employer-sponsored carpooling must follow the guidance for shared transportation in the [COVID-19 Preparedness Plan Guidance: Requirements for all Businesses and Other Entities \(PDF\)](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf) ([http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)).

Persons who share transportation encounter an extraordinary risk of being confined into a small space with others for a duration of time that may lead to the spread of COVID-19 from a potentially infectious driver or passenger to all other occupants of the vehicle, particularly in smaller passenger vehicles or truck-cabs.

## Your health and COVID-19

Any time individuals are gathering with other people, they are at risk of exposure to SARS-CoV-2, the virus that causes COVID-19. COVID-19 is spread through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. People with symptoms and without symptoms can spread the virus.

COVID-19 can lead to serious medical conditions and even death for people of all ages. We cannot predict who will become severely ill, although we know that older people and people with underlying health conditions are at higher risk. We do not yet know what the long-term effects of infection from COVID-19 are; even people with mild cases may experience long-term complications.

The best way to prevent illness is to avoid being exposed to this virus. The masking, physical distancing, and other safety precautions included in these requirements reduce the risk of spreading COVID-19, but do not eliminate the risk entirely. We can all take these actions to protect ourselves, our families, and others throughout our communities. This applies to people who have already been vaccinated, too.

- Stay home when sick.
- Stay at least 6 feet apart from other people.
- Wear face coverings in indoor businesses and public indoor spaces and outdoors when 6 feet of social distancing cannot be consistently maintained.
- Wash your hands often.
- Cover your mouth and nose when you cough or sneeze.

## COVID-19 Preparedness Plans

As required by the Executive Orders (also referred to as “EOs”) issued by Governor Tim Walz under the Peacetime Emergency, all businesses, both critical or non-critical, and other entities identified in the EOs, are legally required to develop and implement COVID-19 Preparedness Plans (also referred to as “Plan” or “Plans”). Under the EOs, a “business” and “businesses” include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments. “Worker” and “workers” are broadly by defined by the EOS to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.

For purposes of this Plan Guidance, “other entities” includes those entities identified in the EOs that are not covered by the definition of a “business” but are also required by an EO to develop and implement Plans. Other entities include places of public accommodation, establishments, institutions, facilities, venues, and organizers identified in the EOs. Plan Guidance is designed to protect workers, customers, and other members of the public from the transmission of the virus that causes COVID-19.

This Plan Guidance constitutes the “Plan Guidance” referred to in EO 21-01 and applies to all identified businesses and other entities. **Businesses and other entities must develop and implement COVID-19 Preparedness Plans that address the following:**

- ✓ The requirements of EO 21-01,
- ✓ The requirements included in the Requirements for All Businesses and other Entities found at [Stay Safe Guidance for All Business Entities \(https://staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](https://staysafe.mn.gov/industry-guidance/all-businesses.jsp), and
- ✓ The requirements included in this Plan Guidance that are applicable to their business or entity.

Unless clearly indicated that an action is recommended and included under “Recommendations,” **businesses and other entities should understand that the Plan Guidance imposes legally enforceable requirements.** In instances where a requirement uses language “to the extent possible,” the action is required, to the extent it is possible for the business or entity to implement the requirement.

Depending on the activities engaged in by a business or other entity, it may be required to comply with additional industry or activity specific Plan Guidance, such as Plan Guidance applicable to bars and restaurants, if the facility serves food and beverages or Plan Guidance applicable to businesses that provide personal services, if the facility has a hair salon.

Frequently Asked Questions have been posted to respond to questions about provisions of Executive Orders and Plan Guidance. The following is a link to current [Frequently Asked Questions about Stay Safe MN \(https://mn.gov/covid19/for-minnesotans/stay-safe-mn/faq.jsp\)](https://mn.gov/covid19/for-minnesotans/stay-safe-mn/faq.jsp)

## Required Plan Sections

Follow the requirements included in the Requirements for All Businesses and Other Entities found at [Stay Safe Guidance for All Business Entities \(https://staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](https://staysafe.mn.gov/industry-guidance/all-businesses.jsp) and the following:

1. [Use of face coverings](#)
2. [In the vehicle](#)
3. [For delivery drivers](#)
4. [For in home delivery services](#)
5. [For over-the-road and long-haul truck drivers](#)
6. [Cleaning and disinfecting](#)

## Requirements and Recommendations

### 1. Using face coverings

#### Requirement

- ✓ Require workers and passengers to wear a face covering at all times while inside the vehicle with others. For more information for how to handle situations where workers cannot wear a face covering due to a medical condition or disability, refer to information in [Frequently Asked Questions about the Requirements to Wear Face Coverings](#) (<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>)

### 2. In the vehicle

#### Requirements

- ✓ This guidance does not address shared transportation (including passenger transportation, or employer-sponsored carpooling and other shared worker transportation). Depending on the situation, shared transportation must follow the requirements for shared transportation in the [COVID-19 Preparedness Plan Guidance: Requirements for all Businesses and Other Entities \(PDF\)](#) ([http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)), or the [COVID-19 Preparedness Plan Guidance: Requirements for Passenger Transportation \(PDF\)](#) ([http://dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_preparedness\\_plan\\_requirements\\_guidelines\\_passenger\\_transportation.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_passenger_transportation.pdf)).

### 3. For delivery drivers (e.g., food, grocery, package, parcel, and mail)

#### Requirements

- ✓ Practice contactless deliveries whenever and wherever possible.
- ✓ Whenever possible, conduct transactions electronically (e.g., app, phone) to eliminate the need for close contact between workers and delivery personnel.
- ✓ Maintain social distancing from customers and other people during the delivery, including those they might meet or need to speak to while making deliveries.
- ✓ Limit contact with frequently touched surfaces during pick-ups and deliveries, including countertops, elevator buttons, doorbells, buzzers, door handles, gates, mailboxes, drop-boxes, radio buttons, etc.

Use a foot, shoulder, elbow, hip, or forearm when opening doors, instead of hands, whenever possible and safe to do so.

- ✓ Avoid sharing scanners, mobile devices, touch-pads, pens, or other tools with customers. Sanitize these items if shared with a delivery recipient immediately after each use.

## 4. For in-home delivery services (e.g., furniture, appliances)

### Requirements

- ✓ Screen occupants of the residence receiving delivery prior to arrival. See the Minnesota Department of Health's [Visitor and Employee Health Screening Checklist \(PDF\)](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>).
- ✓ Before entering a residence, ask if anyone in the residence is quarantining, experiencing symptoms, has tested positive for COVID-19 or is awaiting test results due to an exposure or because of experiencing symptoms. Do not enter the residence if anyone in the home reports any of the above.
- ✓ Ensure physical distance of at least six feet is maintained between all workers and occupants of the residence where the work is being performed or the service is being provided.
- ✓ Avoid physical contact between workers and occupants at all times, unless required by the service.
- ✓ Wash and/or sanitize hands regularly. Workers should wash or sanitize their hands before entering the residence, before and after eating and meal periods, before and after restroom breaks, after exiting the residence, and prior to entering their vehicle.

### Recommendations

- Minimize the number of persons present while workers are entering and working inside the residence.
- Strongly encourage occupants of the residence, who are present while workers are inside of the home, to wear face coverings unless not possible due to medical or mental health condition, or disability.

## 5. For over-the-road and long-haul truck drivers

### Requirements

- ✓ Reduce the number of deliveries and/or stops on routes to accommodate and allow ample time for cleaning and disinfecting.
- ✓ Pack food, water, and supplies to limit the number of stops.
- ✓ Contact customers, addresses, businesses, or worksites in advance to make an appointment for the pick-up, drop-off, and unloading of deliveries. Use radio/phone to talk with customers, dock managers, or other drivers, if possible.
- ✓ Avoid unnecessary ridesharing and carpooling involving co-workers within work vehicles.
- ✓ Minimize team-driving or ride-alongs by allowing for additional time for rest stops and stays in hotels.

- ✓ Avoid the sharing of the sleeper berth inside of cabs.
- ✓ Do not share equipment, including devices, safety equipment, and personal protective equipment (PPE) (e.g., high-visibility vests, safety glasses, hard hats, tools, phones, radios).
- ✓ If a third party must access the interior of a truck-cab or delivery truck (e.g. mechanics, other drivers, inspectors), request that the third party clean and disinfect the truck before turning it back over to the workers.

### **Recommendation**

- Conduct transactions electronically (e.g., app, phone) to eliminate the need for close contact between delivery personnel and workers or personnel at the pick-up or drop-off site.

## **6. Cleaning and disinfecting**

### **Requirements**

- ✓ Identify areas, surfaces, and equipment to be cleaned and disinfected in the COVID-19 Preparedness Plan.
  - Establish a sanitation schedule to clean and disinfect work-vehicles, including between the use of each worker or work-crew, and before and after each use.
  - Clean and disinfect seating areas and high-touch surfaces (e.g., door frame/handles, arm rests, windows, seat covers, head rests, seat belts and buckles, steering wheel, gearshift, signaling levers, visors, radio-panels, instrument panels, temperature controls, air ducts) at the beginning of each shift and between passengers.
  - Maintain cleaning and disinfectant agents, disposable wipes, and disposal trash bags inside vehicles.

