



April 2020

**PROCEDURES FOR SHIPPING AND RECEIVING WORKERS TO REDUCE EXPOSURE TO COVID-19**

All University of Chicago workers who handle packages should follow [CDC Guidelines](#) to reduce exposure to COVID-19 exposure, which includes:

- Stay home if you are sick
- Clean your hands often
  - Wash hands with soap and water for at least 20 seconds
  - Use hand sanitizer with at least 60% alcohol, when available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- Put distance (6 feet) between yourself and other people
- Wear a face mask
- Cover coughs and sneezes, e.g. cough/sneeze into arm, use a one-time disposable tissue or paper towel, then wash hands
- Clean and disinfect frequently touched surfaces (e.g. cell phone, desk phone, keyboard, mouse, desktop, light switches, remotes, keys, steering wheels, door handles) with an [EPA approved](#) disinfectant
- **Wear hand and eye protection** that is consistent with the handling of [Potentially Infectious Waste](#); gloves should be changed between tasks and hands should be washed each time gloves are removed.