



# CONSIDERATIONS FOR PACKAGE AND MAIL HANDLING IN THE COVID-19 ENVIRONMENT

The United States Postal Service and other delivery services continue to service our communities. While COVID-19 is thought to be spread most commonly through respiratory droplets, much remains unknown about COVID-19 and how it spreads. Although most sources note that COVID-19 is unlikely to be spread from domestic or international mail, products or packaging, the virus has been known to survive on certain surfaces, to include those commonly used in package and mail shipping.

The following are steps one can take to limit the risk of exposure in picking up, receiving or facilitating the delivery of packages, documents or other items via the U.S. Postal Service or a private delivery carrier.



## RECEIVING & PICKING UP PACKAGES/MAIL

- Practice contactless deliveries whenever you can.
- When receiving an in-person delivery, move back to a distance greater than 6 feet away while verifying receipt of the delivery with the carrier (if required), and try to do everything electronically whenever you can (e.g., in an app or over a phone). This eliminates the need for close contact between you and the carrier.
- Maintain a distance of 6 feet or greater from others you might meet or need to speak to while receiving deliveries or visiting a U.S. Post Office or private carrier facility.
- Avoid scanners, pens, or other tools that are used for receipt of deliveries to the extent possible.
- After collecting packages or mail from a post office, private carrier, or home mailbox, wash your hands with soap and water for at least 20 seconds.
- Comply with all posted rules and guidelines while visiting a post office or private delivery facility.
- In an effort to avoid exposure in the main, high traffic areas of a building, consider having items delivered to alternate locations (i.e. loading dock area or alternate secured entrance) instead of front door locations.
  - When possible, update delivery instructions to note the preferred delivery location.
  - Utilize signage on the front door to direct carrier to preferred location.

## OPENING PACKAGES/MAIL & HANDLING CONTENTS

- If surfaces are visibly dirty, they should be cleaned with detergent or soap and water, if appropriate for the surface.
- Utilize cleaning and disinfectant solutions or wipes, if available.
- Appropriate disinfectants for hard non-porous surfaces include:
  - [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#)
  - Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface.
  - Alcohol solutions with at least 70% alcohol.
- If you are wearing gloves, do not touch your face with gloved hands.
- Dispose of package wrapping, boxes, envelopes, etc. in such a way that they do not have to be handled again (e.g. tied up trash bag, recycle bin), as the virus can live on certain surfaces for longer periods of time.

## OPENING PACKAGES/MAIL & HANDLING CONTENTS

- Avoid touching your eyes, nose, or mouth.
- If you are wearing gloves, remove them and wash your hands before undertaking any other activity.
- Proper hand hygiene is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.



Wash your hands more



Wear a protective mask



Use antibacterial wipes



Wear medical gloves



Use antiseptic

## RESOURCES

The following are resources for further information as more is learned about the transmission and mitigation of risk during this time.

① [SCN Coronavirus Updates](#)

② [About Coronavirus](#)

③ [Preventing Getting Sick](#)

④ [Hand Hygiene](#)

To report suspicious mail, notify SCN **only after** law enforcement and/or local reporting authority.

**Contact SCN Duty Desk at 844.SCN.DESK**

or email [DutyDesk@SecureCommunityNetwork.org](mailto:DutyDesk@SecureCommunityNetwork.org).