

## **Third Party Carrier and Delivery Services Management at CBB Offices and Facilities**

### **VISITOR LOG POLICY**

All visitors to CBB offices and facilities are required to sign and date a visitor log, review our COVID-19 questionnaire, and respond “Yes” or “No” to the questionnaire on the log.

If the visitor answers “Yes,” they should be turned away from entering the location out of consideration for the health and safety of our employees.

### **NON-COOPERATION**

**Q.** What if the carrier or delivery service refuses to sign the visitor log or review the questionnaire?

- A.** The carrier or delivery service should be advised that they will not be allowed entry to the location without complying with our visitor log policy.

*As an alternative, they may make delivery in a safe, open-air location in the vicinity that does not require entrance or direct contact with our employees. Please have a location pre-established as a contingency.*

**Q.** What if the carrier or delivery service that is refused entry needs a forklift or employee assistance with delivery to the safe, open-air location?

- A.** Advise the service that we can assist them with the delivery if they always maintain a distance of at least 10 feet from our employee(s) during the delivery.

If this is not possible, refuse delivery. If the delivery is business-critical, please elevate to your manager, supervisor, or HR representative.