Drop-off or Delivery Location:

* Designate a delivery location for supplies to the farm that is away from on-farm high traffic areas, barns sheds, and housing.
* If dropping off product to customers, coordinate with the receiver a location that is away from on-farm high traffic areas, barns sheds, public areas, and housing.
* Ensure there is signage added to the drop-off or delivery location to avoid confusion and misdirection.

Drop-off or Delivery Instructions:

* Before attempting a drop-off or delivery, communicate the instructions or procedures for the drop-off or delivery. Include the following information in your communication:
  + Specific drop-off or delivery location.
  + Signs to look for when navigating to drop-off or delivery location.
  + Payment processing procedures.
  + The contact person and their contact information.
  + Expectation of social distancing and disinfecting protocols, if persons present.
    - If possible, coordinate drop-off or delivery with no person present.

Drop off & Delivery Log:

* All drop-offs and deliveries should be recorded.
* Items to document on the log may include:
  + Date and time of the drop-off or delivery.
  + Name of person doing the drop-off or delivery.
  + Company or farm name of the drop-off or delivery person.
  + Items that were dropped off or delivered.
  + Source of the items that were dropped off or delivered.
  + Any in-person contact during the drop-off or delivery.
  + Disinfection procedures followed.

Preparation for Drop-off to Customer or On-Farm Delivery:

* Workers with symptoms must not go to work or handle drop-off or deliveries.
* Wear gloves, and exercise thorough hand washing technique.
* If possible, move materials to isolated location and leave sit for 5-7 days to ensure the virus has passed its’ viable stage.
* Disinfect all materials, boxes, bags, and containers, if used immediately or soon to be used.
* Limit the number of people in the drop-off or delivery location and maintain social distancing of 6 feet.
* If possible, have no workers in the area until after the drop-off or delivery is complete.

Surfaces/Items to Disinfect After Drop-off or Delivery:

Other than the material dropped off or delivered, surfaces or items to disinfect may include the following:

* Door Handles/Knobs
* Floors & mats
* Steering Wheels or Controls of Forklift
* Counters/Tables
* Pens/Pencils
* Clipboards
* Pallet Jack Controls
* Electronic Devices
* Key Pads/Keys
* Light Switches
* Coveralls/Clothes

Business Continuity Plan:

To avoid the disruption of drop-off and delivery services ensure to have a business continuity plan that outlines who can take over in the event those involved with important tasks such as drop-off and delivery become sick.