



HUNTINGDON COUNTY

Career and Technology Center

11893 Technology Drive • P.O. Box E • Mill Creek, PA • 17060-0905
Phone: (814) 643-0951 • Email: admin@hcctc.org • Website: www.hcctc.org

Training Tomorrow's Workforce Today...

Huntingdon County Career & Technology Center COVID VENDOR DELIVERY POLICY Effective 7/17/2020

- **Small Drop off Deliveries (UPS/FEDex/WB Mason)** - Driver should be directed to drop off any smaller packages at the front door without entering the building. (Ring the buzzer, Indicate they are making a drop off and leave the package). Maintenance is to be immediately notified of the delivery and they will be responsible for the sanitation and delivery of that package.
- **Large drop off deliveries** - Driver should still ring the buzzer and indicate that they have a large delivery. They should not enter the building but be directed around back to maintenance. Maintenance should be notified to meet them to receive the package. Maintenance will ensure appropriate paperwork is placed in the instructor's mailbox.
- **Large deliveries requiring entry to the building (Pepsi, Bittner etc) or Repair Technicians-** Drivers should announce their arrival at the front door buzzer to Dianne. Drive around the back of the building. Maintenance should be notified to meet them at the maintenance door. They should follow check in procedures at the Maintenance door not limited to at least hand sanitizing/hand washing and signing in. Masks should be worn at ALL times in the building. If they are coming in contact with any machines/equipment, they should be wiping off touched areas using the provided supplies in the sanitation station. Movement within the building will be limited to NECESSARY areas ONLY!

Thank You

Pandemic Coordinator