



"Proudly Serving Military Families"

NATIONAL FORWARDING CO., INC.

2800 ROOSEVELT ROAD – BROADVIEW, ILLINOIS 60155

Telephones: (708) 345-0550 1-800-323-9125

Fax: (708) 345-9112

Operations Bulletin June 4, 2020

TO: Agents & Haulers of National Forwarding Co., Inc. & Affiliates

FROM: Eileen Sherman, Executive Vice President, Operations

SUBJECT: Certification of Health Protection Protocol Reminder - Advisory #20-0081

On April 28th, USTC published [Advisory 20-0081](#) including a [self-certification statement](#) which went into effect May 1st. The advisory states that the crew/driver needs to provide the **Certification of Health Protection Protocol** to the shipper **BEFORE** beginning any work in a residence, i.e. before packing, loading and unpacking.

The **Certification of Health Protection Protocol** assures the shipper that the crew:

- Is equipped with—and will wear—face coverings per CDC guidelines
- Is equipped and prepared to clean surfaces they touched in your residence (though they will seek your permission before using any cleaning products on your property)
- Represents the smallest crew required to service your move, and will adhere to social distancing guidelines
- Has been instructed and equipped to maintain good hand-hygiene

The crew chief should sign the [Certification of Health Protection Protocol](#) and hand it to the shipper **BEFORE** work begins.

Please use the linked form on **each day** of packing. On domestic shipments, be sure the driver has a form for **load day** and be sure a new form is prepared for **delivery day**. We also ask that your crew take a photo of the completed form as proof of completion, in the event JPPSO requests a copy. In lieu of a photo, you can complete a second form each day; one for the shipper and a hard copy for you as well.

When your crews need to remove their masks to take a break or have a drink, they should do so 50 feet from the residence and household goods, while maintaining social distancing from the shipper and his/her family. The removal of masks is being treated with the same regulations as smoking.

JPPSOs/PPSOs have been taking this requirement very seriously. The protocols, including the wearing of masks, must be done even if the shipper says you don't have to. These are not "optional" regulations. Letters or Warning and Suspensions have already been handed out on multiple occasions for not following protocols, and for not completing the Certification Form. This [link](#) has some FAQs on this policy that USTC put together.

We thank you for your patience through these uncertain times. Keeping ourselves and others safe is a common goal we're all striving for.

If you should have any concerns on domestic shipments please contact NFC Operations at: 800-722-9144 or at nfcoperations@nationalforwarding.com.