

COVID-19 General Checklist for Logistics and Warehousing Employers

July 2, 2020

This checklist is intended to help logistics and warehousing employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Logistics and Warehousing Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).
- Update the plan as necessary to prevent further cases.



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

- ❑ Proper use of cloth face covers, including information in the [CDPH guidance](#).
- ❑ Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ❑ Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- ❑ Symptom screenings and/or temperature checks.
- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Provide and ensure workers use face coverings and all necessary PPE.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas and frequently disinfect commonly used surfaces.
- ❑ Clean and sanitize touchable surfaces and shared equipment between shifts or users, whichever is more frequent.
- ❑ Provide hand sanitizer, sanitizing wipes and other sanitary supplies and locate them where they are readily available to workers.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- ❑ Clean delivery vehicles and equipment before and after delivery, provide sanitation materials during deliveries, and identify alternative restroom locations on routes.
- ❑ Provide working time for workers to implement cleaning practices during their shifts.
- ❑ Inspect deliveries and perform disinfection measures where appropriate prior to storing goods in warehouses and facilities.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize transaction time between warehouse workers and transportation personnel; perform gate check-ins and paperwork digitally, if feasible.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Reconfigure, restrict or close common areas and create alternative space for breaks where physical distancing is possible.
- Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.
- Utilize work practices, when feasible, to limit the number of workers on the jobsite at one time.
- Place additional limitations on the number of workers in enclosed areas.

