COVID-19 General Checklist
for Ports
July 2, 2020

This checklist is intended to help port employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Ports. 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](CDPH%20guidance).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](Families%20First%20Coronavirus%20Response%20Act) and workers' compensation benefits under the Governor's [Executive Order N-62-20](Executive%20Order%20N-62-20) while that Order is in effect.
- Train any independent contractors, temporary, or contract workers 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 and ensure workers use all necessary PPE.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Restrict non-workers entering the port facility to only those classified as essential by management.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Provide the resources and means to promote employees' personal hygiene, including ready access to hand sanitizer, hand washing and other sanitary items.
- Ensure all water systems are safe to use to minimize risk of Legionnaires' disease.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency (EPA)-approved](Environmental%20Protection%20Agency%20(EPA)-approved) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](asthma-safer%20cleaning%20methods).
- Provide time for workers to implement cleaning practices before and after shifts.
- Consider upgrades to improve air filtration and ventilation.
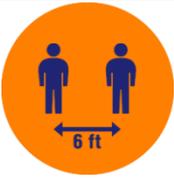
Physical Distancing Guidelines

- Implement measures to physically separate people by at least six feet using physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where people should stand).

- Minimize transaction time between port workers, warehouse workers, and transportation personnel.

- Adjust in-person meetings, if they are necessary, to ensure physical distancing.

- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.

- 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-site at one time.

- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Reconfigure, restrict or close break areas and provide alternative spaces where physical distancing can occur.

- Provide separate, designated entrances and exits.

- Redesign workspaces and shared outdoor spaces to allow for at least six feet between employees.

- Hold port commission meetings virtually.

- Suspend school and business boat tours.

- Close public access to the docks.