



## General Checklist for Warehousing Trade and Logistics

This checklist is intended to assist warehousing trade and logistics employers with reopening guidance and what must occur to remain open in Miami-Dade County.

Worksite Specific Plan	YES	NO
1. Owner/Manager will identify the person(s) responsible for implementing the re-opening guidelines.		
2. Management will conduct a risk assessment and the measures that will be taken to prevent spread of the virus.		
3. Management will train and communicate with employees on the re-opening guidelines.		
4. Management will create a process to check for compliance and to document and correct deficiencies.		
5. Management will alert the local health department when there is a possible COVID-case in their respective workforce.		
Facilities Preparation	YES	NO
1. Place signs notifying visitors, other non-employees of strict PPE requirements (i.e. masks for all visitors) ensure signs are posted in multiple languages.		
2. Place visible floor markings for appropriate 6-foot distancing in any waiting areas, whether exterior or interior.		
3. Create distinct areas for customer waiting, order pickup/take out and any third-party delivery services.		
4. Install barriers between all workstations.		
<b>5. Implement a disposal plan for safe handling and dispensing of used PPEs. (e.g. use designated solid waste bags that are double-bagged and securely sealed).</b>		
6. Flush plumbing to eliminate stagnant water from the period of closure in all facilities.		
7. Change and/or upgrade HVAC filters as necessary to maximize fresh air.		
<b>8. Install hand sanitizing dispensers or make sanitizer available at entrances and in common areas.</b>		
9. Develop and implement plans as appropriate to address any parking garage or other facility access points leading to all facility entrances.		
<b>10. Perform dep disinfection of stored goods between shifts (i.e., mechanical sprayer/thermal foggers)</b>		
11. Place Trash bins with lids that open without the need to touch the lids (touch less opening) and make them available for use to staff and guests in all entrance areas.		
12. Where applicable conduct gate check-ins and implement digital paperwork.		
Employee Training	YES	NO
<b>1. Train all employees on COVID-19, to prevent the spread, and to identify vulnerable individuals.</b>		
2. Train to promote self-screening at home, including temperature and/or symptom checks using CDC guidelines.		
3. Train employees to stay at home if they exhibit the following symptoms such as frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.		
4. Stress the importance of continuous hand washing or the use of a hand sanitizer.		
5. Train employees to adhere to social distancing (6ft. minimum) both at work and off work time.		



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6. Train employees to wear a mask or cloth face covers.		
<b>Management Control Measures &amp; Screening</b>	<b>YES</b>	<b>NO</b>
1. Management will screen employees for symptoms before work shifts.		
2. Management will require employees who are sick or exhibiting symptoms of COVID-19 to stay home.		
3. Require frequent hand washing and use of hand sanitizer.		
4. Employer will provide disposable gloves to employees using disinfectants when required.		
5. Require mask or face covers.		
6. Close or increase distance between tables/chairs in break rooms or provide break areas in open space to ensure physical distancing.		
7. Communicate frequently to customers that they must wear face masks/covers.		
<b>Mandatory Cleaning and Disinfecting Protocols-</b>	<b>YES</b>	<b>NO</b>
<b>1. Frequently disinfect the following: high traffic areas, and commonly used surfaces.</b>		
2. Clean and sanitize shared equipment between each use.		
3. Clean touchable surfaces between shifts or between users, whichever is more frequent.		
4. Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff.		
5. Ensure that sanitary facilities (restrooms) stay operational and stocked with proper disinfectants and soap at all times.		
6. Make hand sanitizer and other sanitary supplies readily available to employees.		
7. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and OSHA requirements.		
8. Provide time for workers to implement cleaning practices before and after shifts.		
9. Upgrades to HVAC air filtration and ventilation.		
<b>Warehousing Distancing Guidelines-</b>	<b>YES</b>	<b>NO</b>
1. Implement measures to physically separate employees and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs).		
<b>2. Acquire uniforms to supply employees with enough uniforms to be able to wear a clean uniform each shift.</b>		
3. Use signage to remind customers of physical distancing at every opportunity.		
4. Stagger employee breaks, to maintain physical distancing protocols. Adjust spacing during meetings.		
5. Increase pickup and delivery service options such as online ordering for curbside pickup.		
6. Provide separate, designated entrances and exits.		
7. Queue customers outside while still maintaining physical distance.		
8. Encourage and train employees to practice physical distancing during pickup and delivery.		