



Warehouse workers. Photo credit: GHSC-PSM

Trained human resources are the most valuable asset in the supply chain. Reinforcing basic safety principles—including hand washing, social distancing (maintaining two meters of distance between people) and wearing an appropriate face covering or respirator—prevents you and others from contracting or spreading COVID-19.

Here are additional tips for keeping your health workforce safe while conducting logistics activities.

Prioritize the needs of first responders and healthcare workers when fulfilling orders, distributing goods, or revising protocols, according to guidance from WHO and local entities.

FACILITIES AND INFRASTRUCTURE:

Encourage workers—through verbal and written reminders—to wash hands regularly. Add **HANDWASHING STATIONS** wherever possible and provide adequate hand sanitizing pumps throughout the warehouse.

Locate **WORKSTATIONS** as far apart as possible to allow workers to keep a minimum two-meter distance from each other. Consider reconfiguring break rooms to allow more space for social distancing and ensure communal cafeteria items (such as coffee makers) are properly sanitized after each use.

Measure, register, and document the **TEMPERATURE** of all associates and visitors each time they enter the property using non-invasive infrared temperature guns.

Create **VISUAL REMINDERS** with floor tape, signs and other cues to show where to stand when physical barriers are not possible.

Increase **VENTILATION** and the percentage of outdoor air in the warehouse/distribution center by opening windows and doors (especially dock doors) when safe to do so. Create roof vents or skylights vents where appropriate.

Separate and **QUARANTINE** employees who appear to have symptoms when they arrive at work or who become sick during their shift. These employees should immediately be sent home with instructions or guidance on how to follow-up with a healthcare provider. Employees should not return to work until they pass quarantine procedures recommended by WHO and local health authorities.

STAGGER shifts, start times, and break times when feasible to reduce the number of employees in common areas.

Promote the use of **OUTDOOR SEATING AREAS** and social distancing for lunches, breaks, and small-group meetings.

SECURITY PROTOCOLS:

Relocate **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to secure areas of the warehouse. Treat these items as high value commodities and restrict access to them accordingly.

Revisit and reinforce **SECURITY PROTOCOLS** for the entire warehouse, including re-evaluating and enhancing security of commodities which can be used to treat pandemic symptoms.

POLICIES AND STANDARD OPERATING PROCEDURES:

Consider avoiding 'picking and packing' by distributing commodities in **EXISTING CARTONS**. This may require communication throughout the supply chain, but will limit time workers spend in groups, mitigate the potential to contaminate items, and encourage moving products as far downstream as possible.

Perform daily cleaning and **DISINFECTION** of work areas and surfaces frequently touched/used by multiple people—such as door handles, desks, faucets and keyboards—and immediately after anyone suspected or confirmed to have COVID-19 has been in the workplace.

Request 3PL staff and truck drivers **MAINTAIN DISTANCE** from warehouse staff during order receiving and shipping in the inbound/outbound areas of the warehouse where it is most difficult to maintain two-meter social distancing. Maintain hand washing stations in or near these areas.

DO NOT restrict staff's ability to take care of their personal or family needs. If current policies prohibit cell phone use, consider revising them to allow staff to communicate with family and childcare providers as needed.

DO NOT hold unnecessary meetings or gatherings. Consider virtual meetings for anything requiring staff to gather.

DO NOT require staff to come to work if they feel ill. Ask workers to self-isolate if they come into contact with a person who is known or suspected to be positive for COVID-19.



Contact HSS_WHandDist_HQ@ghsc-psm.org if you have questions about safety protocols.