

# SAFETY AND HEALTH GUIDANCE

## COVID-19 Infection Prevention for Logistics Employers and Employees

April 25, 2020

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases. This guidance does not impose new legal obligations. It contains information for logistics employers on ways to update their IIPPs to include information on employee training and preventing the spread of COVID-19 in the workplace. This is mandatory in most California workplaces since COVID-19 is widespread in the community. The logistics industry includes warehousing, ports, trucking, and delivery services.



### Employee Training on COVID-19

Provide training in a form that is readily understandable by all employees on the following topics:

- Information related to **COVID-19 from the Centers for Disease Control and Prevention (CDC)**, including:
  - What COVID-19 is and **how it is spread**.
  - **Preventing the spread of COVID-19 if you are sick**.
  - **Symptoms of COVID-19 and when to self-isolate or seek medical attention**.
  - How an infected person can spread
  - COVID-19 to others even when they are not sick.
- Additional helpful information on **California's COVID-19 Response** webpage.

- The importance of frequent hand-washing and scrubbing with soap for at least 20 seconds (or using hand sanitizer where soap and water are not available), including: When employees arrive at work and before they leave work.
  - Before and after eating.
  - After close interaction with other persons.
  - After contacting shared surfaces, equipment, or tools.
  - Before and after using the toilet.
  - After blowing nose, coughing, or sneezing.
- Methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette, including covering a cough or sneeze with a tissue or a sleeve instead of a hand.
- Safely using cleaners and disinfectants on surfaces and objects, which includes:
  - The hazards of the cleaners and disinfectants used at the worksite.
  - Wearing personal protective equipment (PPE) (such as gloves).
  - Ensuring cleaners and disinfectants are used in a manner safe for employees.
- Maintaining more than six feet of separation from others as much as possible and limiting close contact (see Physical Distancing information below).

**Note: Hand sanitizers are less effective than hand-washing in preventing the spread of COVID-19**

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- The importance of not coming to work if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste of smell, or if they or someone they live with has been diagnosed with COVID-19.
- To seek medical attention if the symptoms become severe including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The use of cloth face covers, including:
  - **CDC guidelines** that everyone should use cloth face covers when around other persons.
  - Cloth face covers can help protect persons around the user of the cloth face cover when combined with physical distancing and frequent hand-washing.
  - Cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.

## Procedures to Help Prevent the Spread of COVID-19 at the Worksite

Establish and implement the following procedures to help prevent the spread of COVID-19:

- Immediately send employees with acute respiratory illness symptoms home or to medical care if urgently needed.
- Advise employees who stay home with symptoms not to return to work until at least 3 days after recovery and 7 days after the original onset of symptoms, per CDC guidance.
- Establish procedures to notify local health officials upon learning that someone has a COVID-19 infection. These officials will help employers determine a course of action.
- Establish procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, steering wheels, lockers, touch screens, scanners, mobile equipment, equipment controls, carts) throughout the workday. These

procedures should include:

- Using products that are **EPA-approved** for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and gloves. Cleaning and disinfecting vehicles between shifts and between workers.
- Creating procedures to close access and deep clean, preferably with a professional cleaning service, an area where a person confirmed or presumed to have COVID-19 has been. Any person cleaning the area should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE required for cleaning products.

## Procedures to Increase Physical Distancing

Physical distancing is an infection control measure that can stop or slow down the spread of an infectious disease by keeping people six feet apart and limiting contact between people. Use the following physical distancing measures to stop or slow down the spread of COVID-19:

- Stagger break and lunch times, and spread out breakroom chairs.
- Limit crew size by staggering or increasing the number of work shifts.
- Limit the number of employees gathered at the start of a shift, in break areas, or during trainings and meetings to allow employees to spread out.
- Hold meetings electronically rather than

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in person whenever possible.

- Perform job interviews and orientations over the phone or using video conferencing.
- If employees are dispatched from a hiring hall, encourage the hiring hall to implement physical distancing measures, such as using additional locations for dispatch.
- Limit interaction with the public and customers.
  - Where possible, limit public access to the worksite.
  - Protect workers who normally have regular, close interaction with the public with feasible engineering controls such as Plexiglas screens or other physical barriers, or spatial barriers of at least six feet.
  - Provide delivery drivers with alternatives to obtaining customer signatures.
  - Limit direct hand-off of packages between people at both drop-off facilities and final delivery sites.
  - Maintain distance from customers during deliveries.
- Create specific instructions for deliveries to your worksites.
  - Provide a drop-off location and all the procedures to be used at the drop-off point.
  - Create signage to easily identify drop-off points. Include contact information on the signs to assist with questions leading up to delivery and upon arrival.
- Encourage employees to avoid large gatherings and practice physical distancing during non-work hours.

## Good Hygiene Practices

Logistics employers must ensure bathrooms and hand-washing facilities are readily accessible to all employees at all times.

- Change productivity expectations to allow extra time for employees to wash their hands.
  - Encourage more frequent hand-

washing by providing employees with additional breaks to wash their hands.

- Change quotas or items-per-hour requirements that discourage employees from washing their hands.
- For delivery drivers, normally accessible restrooms on routes (e.g., restaurants, coffee shops) may be closed. Employers should provide employees alternative restroom locations and allow time for employees to use them.
- If employees have limited access to hand-washing, employees can use disposable gloves to limit contact with potentially contaminated surfaces. Employers should encourage employees to change gloves frequently and before touching their face, smoking, eating, or using the restroom. Train employees to wash hands before putting on and after removing gloves.
- Provide an adequate supply of gloves and make them readily available.
- Provide hand sanitizer throughout worksites and to delivery drivers for times when access to soap and water may be limited.

## Encourage Sick Workers to Stay at Home

Employers can encourage sick workers to stay home by implementing work policies that do not penalize workers for missing work because they have been diagnosed with or suspect they may have COVID-19. Such policies may include paid time off, increased sick leave, remote work or telecommuting, suspending “no fault” absentee policies, and ensuring job protection for those staying at home.

Employers can implement health-screening programs to ensure that employees showing up to work are healthy. Employers may choose to prohibit employees with an elevated temperature (e.g., above 100.4°F) from entering the worksite.

- Train employees on self-screening before they come to work.
- If conducting workplace screening, provide employees performing screening with appropriate personal protective equipment.

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- In light of personal protective equipment shortages, use gloves, eye protection, and a face covering.
- Have screened employees wear a face covering or cover their nose and mouth with cloth or other material during screening.
- If possible, use touchless thermometers. Disinfect contact-thermometers between employees.
- Ensure screeners maximize their distance from the employee being screened.

**At this time, health experts do not recommend the use of respirators or face masks by the general public to protect against COVID-19 so they may be prioritized for health care workers. However, if available and controls to block or create physical distance between the employee and the customer are not feasible, employers should provide face masks to those workers with regular, close contact with the public, such as delivery drivers and receiving counter personnel. Employers should train and encourage workers to wear the face covering of their choice voluntarily while at work to help prevent community transmission.**

## **Additional COVID-19 Resources for Logistics Employers**

- **California Coronavirus (COVID-19) Response**
  - California Division of Occupational Safety and Health. **Cal/OSHA Interim Guidelines for General Industry on 2019 Novel Coronavirus Disease (COVID-19)**
  - California Labor and Workforce Development Agency. **Coronavirus 2019 (COVID-19) Resources for Employers and Workers**
- Centers for Disease Control and Prevention. **Coronavirus Disease (COVID-19)**
  - Centers for Disease Control and Prevention. **Coronavirus Disease (COVID-19): Interim Guidance for Businesses and Employers**
  - Centers for Disease Control and Prevention. **Coronavirus Disease (COVID-19): Symptoms**
  - Centers for Disease Control and Prevention. **Coronavirus Disease (COVID-19): How It Spreads**
  - Centers for Disease Control and Prevention. **Coronavirus Disease (COVID-19): Steps to help prevent the spread of COVID-19 if you are sick**
- Ohio Department of Health. **COVID-19 Information for Businesses and Employers: Screening Employees for COVID-19**
- U.S. Environmental Protection Agency. **Disinfectants for Use Against SARS-CoV-2 (the virus that causes COVID-19)**

