

COVID-19 TOOLKIT

Warehousing, Manufacturing and Logistic Establishments



This toolkit provides guidance for warehousing, manufacturing and logistic establishments to support safety for employees and visitors.



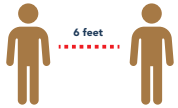
This toolkit includes:

1. COVID-19 Prevention Practices
2. Physical Distancing Requirements
3. Infection Control
4. Protecting Employees
5. Resources to Communicate with your Staff and Customers



**To prevent the spread of
COVID-19 in your warehousing,
manufacturing or logistic
establishment, here's what
you need to know and do:**

1. COVID-19 Prevention Practices



Physical distancing of at least 6 feet



Use of face coverings by employees and visitors



Frequent handwashing and regular cleaning



Employee training on COVID-19 protocols





2. Physical Distancing Requirements

- The number of employees on site is reduced in all spaces to allow for physical distancing of at least 6 feet.
- Entry to the facility is limited to employees whenever possible. Visitors who play a role in workflow must comply with symptom checks, physical distancing, and use of face coverings.
- Designate separate entrances and exits, monitor occupancy, and ensure employees queued for screening line up at 6-foot intervals. If there is only one employee entrance, gaps between shifts are instituted.
- Common areas, break rooms, restrooms, workstations, and all spaces are reconfigured to ensure employees and visitors maintain physical distancing.
- Elevator capacity is limited to allow for 6 feet of distance between riders. If physical distancing is not possible, elevator capacity is limited to 4 individuals.
- Aisles are designated as one-way and stairwells are designated for either “up” or “down” traffic.
- View all physical distancing requirements by visiting the [Warehousing, Manufacturing and Logistic Establishments Protocols \(must be posted at all entrances\)](#).



3. Infection Control

- Workspaces and the entire facility are cleaned at least daily, with common areas and frequently touched areas/objects cleaned and disinfected on an hourly basis during business hours.
- Hard hats and face shields are sanitized at the end of each shift.
- The HVAC system is in good working order and ventilation is increased.
- Hands-free equipment is installed wherever possible (including restrooms).
- Delivery vehicles carry additional sanitation materials and vehicles and equipment are cleaned before and after delivery routes.
- Delivery drivers and employees use clean personal protective equipment for each delivery stop.
- Incoming deliveries are inspected and disinfected prior to storage in the facility.
- View additional infection control protocols by visiting the [Warehousing, Manufacturing and Logistic Establishments Protocols \(must be posted at all entrances\)](#).

4. Protecting Employees

- All employees are told not to come to work if they are sick or if they are exposed to a person who has COVID-19.
- Symptom checks are conducted before employees or visitors may enter the workspace.
- Each employee is assigned their own tools, equipment and defined workspace.
- Ensure hand hygiene practices including allowing employees time to wash their hands, the use of hand sanitizer, and proper glove use.
- All employees who interact with the public or other employees must wear cloth face coverings. Employees who interact with the public and have health conditions that prevent wearing a cloth face covering should wear a face shield with a drape cloth that extends below their chin.
- View additional employee protection protocols by visiting the [Warehousing, Manufacturing and Logistic Establishments Protocols \(must be posted at all entrances\)](#).

4. Protecting Employees (continued)

- Work processes assure face coverings and the use of personal protective equipment does not jeopardize worker safety.
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in breakrooms at all times.
- Shift schedules and breaks are staggered to maximize physical distancing.
- If 3 or more cases are identified within the workplace within 14 days, the employer must immediately report this cluster to the Department of Public Health by phone (888-397-3993 or 213-240-7821).
- View additional employee protection protocols by visiting the [Warehousing, Manufacturing and Logistic Establishments Protocols](#) (must be posted at all entrances).



5. Resources to communicate with your staff and customers

Click on the link to find Guidances that must be followed:

Reopening Protocol for Warehousing, Manufacturing and Logistic Establishments (must be posted at all entrances)

Workplace Managers Guidance

Responding to COVID-19 in the Workplace Guidance

Help Prevent Outbreaks in the Workplace

Cleaning and Disinfection Matrix

Posters

Physical Distancing Poster

Cloth Face Covering Poster

Stay Away if Sick Poster





LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

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