

Reopening Protocol for Warehousing, Manufacturing and Logistic Establishments: Appendix C

Recent Updates: (Changes highlighted yellow)

12/4/20:

- Face coverings must be worn by employees working in cubicles, including cubicles equipped with partitions. This is a temporary measure in compliance with the temporary HEALTH OFFICER ORDER issued on November 28, 2020. The requirement is effective from 12:01AM (PST) on November 30, 2020 through 11:59PM (PST) on December 20, 2020.
- At all times when eating or drinking, employees must maintain a 6-foot distance from others and should do so outdoors, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom.
- Entry screening for employees and visitors must include a question about whether the individual is currently under isolation or quarantine orders.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain retail businesses to safely reopen. The reopening protocols below are specific to warehousing businesses that support Lower-Risk Retail Businesses that are permitted to reopen by the County Health Officer Order issue on May 13, 2020. In addition to the conditions required of these specific sectors by the State Public Health Officer these types of businesses must also be in compliance with the conditions laid out in the Checklist for Warehousing, Manufacturing and Logistic Establishments provided below.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: _____

Facility Address: _____

Maximum Occupancy, per
Building Code: _____

Approximate total square footage
of the facility: _____

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#).
- [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills **and if the employee is currently under isolation or quarantine orders**. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- Upon being informed that one or more worker/practitioner, independent contractors and temporary workers test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all workers that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined workers to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- In compliance with HEALTH OFFICER ORDER FOR CONTROL OF COVID-19: TIER 1 SUBSTANTIAL SURGE RESPONSE issued November 28, 2020, all employees must wear face coverings at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden during the effective period of the temporary order, from 12:01AM (PST) on November 30, 2020 to 11:59PM (PST) on December 20, 2020.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- Employees are instructed to wash or replace their face coverings daily.
- To the extent feasible, entry is limited to employees of the site. When other parties play a role in the work flow, they are instructed to wear face coverings and to comply with symptom checks and physical distancing.
- All workstations/areas are separated by at least six feet.
- Break rooms, restrooms and other common areas are disinfected **hourly**, on the following schedule:
 - Break rooms _____
 - Restrooms _____
 - Other _____
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Disinfectant and related supplies with manufacturer's instructions plainly visible are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- Work processes are modified as necessary to assure that face coverings and other required personal protective equipment do not jeopardize worker safety;
- Workers are enlisted and supported as peer educators, reinforcing instructions around physical distancing and infection control.
- A copy of this protocol has been distributed to each employee.

- This protocol and other COVID-19 related materials offered in translation on the County DPH Coronavirus Website are provided to employees in their own languages when available.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- The number of employees on site at any time has been reduced as needed to permit compliance with physical distancing and infection control requirements.
- If employees must line up for symptom checks before entering, barriers or markings at 6-foot intervals have been placed to permit physical distancing.
- Separate entry and exit points have been identified to minimize crowding, allow for monitoring of occupancy and leave room for symptom checks as employees enter. If the facility has only one employee entrance, we have left an adequate gap between shifts to avoid entryway crowding
- Employees have been instructed to maintain at least a 6-foot distance from each other in all areas of the workplace.
- If applicable, elevator capacity is limited to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- If applicable, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture placement in offices, public seating areas and other non-warehouse or production areas is reconfigured to support physical distancing.
- If applicable, aisles on the warehouse or shop floor are designated as one-way to support physical distancing.
- Common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- Occupancy in employee restrooms, break rooms and other common areas is limited to permit physical distancing.
- Transfer aiding materials, such as shelving or bulletin boards, is installed to avert the need for person-to-person hand-offs.
- Work flow is reviewed and changes made if needed to permit physical distancing during pickups and deliveries.

C. MEASURES FOR INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas. Hands-free equipment is installed wherever feasible (including restrooms) to reduce risk of contamination.
- Visitors arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing

one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

- Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills, **and whether the individual is currently under isolation or quarantine orders**. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Common areas and frequently touched objects on the production floor and in office and common areas (e.g., tables, counters, doorknobs or handles) are disinfected on an hourly basis during business hours using EPA approved disinfectants according to manufacturer's instructions.
- Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects **cleaned hourly**.
- Restrooms are sanitized **on an hourly basis** using EPA approved disinfectants according to the manufacturer's direction on the following schedule:

 - Hard hats and face shields are sanitized at the end of each shift.
 - Delivery vehicles and equipment are cleaned before and after delivery routes.
 - Delivery vehicles carry additional sanitation materials during deliveries.
 - Delivery drivers and other employees responsible for deliveries use clean personal protective equipment for each delivery stop.
 - Inspect incoming deliveries and perform disinfection measures where appropriate prior to storing goods in warehouses and facilities.
 - Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
 - Optional - Describe other measures to promote infection control:

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol is posted at all public entrances to the facility.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to pick up and/or delivery and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

**You may contact the following person with any
questions or comments about this protocol:**

**Business
Contact Name:** _____

Phone number: _____

**Date Last
Revised:** _____