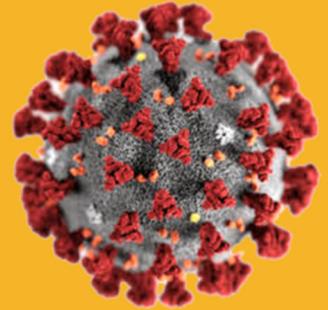




# TEAMSTERS SAFETY & HEALTH Coronavirus



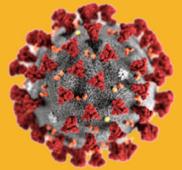
## Package, Feeder, and Inside Workers Operations Checklist COVID-19, SARS-CoV-2

(Updated March 31, 2020)

### Administration & Logistics

#### Yes/No

- Has your employer identified a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning?
  - Has your employer updated staff, customers, and suppliers on how the business is responding to the pandemic?
  - Has the employer established a process to communicate information to employees on its infectious disease outbreak response plans and latest COVID-19 information?
  - Has your employer-provided any COVID-19-prevention supplies in your workplace (soap, hand sanitizer with at least 60% alcohol, tissues, trash baskets, and PPE) when needed?
  - Are there flexible pandemic COVID-19 attendance and sick-leave policies?
  - Has your employer conducted a hazard assessment to identify occupational risks to exposure for each job classification?
  - Has your employer-provided drivers with **up to date information** on truck stop closures, shelter-in-place orders, and state quarantine declarations and how that might affect deliveries?
  - Has your employer-provided drivers with information on potential health screening checks at customer locations and what **options** and **rights** drivers have in protecting their private health information?
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## Employee Protections in the Workplace

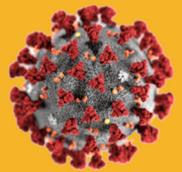
### Yes/No

- Do any employees who have symptoms of **acute respiratory illness recommend to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer)**, signs of a fever, and any other symptoms for at **least 24 hours**, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)? Employees should notify their supervisors and stay home if they are sick.
- Do employees who are well but who have a sick family member at home with COVID-19 know how to notify their supervisor? The employee should refer to CDC guidance on how to conduct a risk assessment of their potential exposure risk.
- Is there a plan to inform employees of possible exposure? If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- Consistently practice social distancing. Plan ways to increase space between people to **at least 6 feet or limit face-to-face contact between** workers and those who come to the workplace. Several ways to do this include **creating reduced or staggered work schedules, slowing belt speed to facilitate spacing workers farther apart, and postponing non-essential PCM meetings.**
- Place reminders on **Cover coughs and sneezes with a tissue** (or an elbow or shoulder if no tissue is available).
- Place reminders on **Maintaining hand hygiene.**
- Place reminders on **Avoid touching your face (eyes, nose, and mouth).**
- Clean surfaces frequently.

Increase the frequency of routine cleaning of all frequently touched surfaces in the workplace and shared vehicles.

Inside: workstations, keyboards, phones, countertops, doorknobs, scanners, hand trucks, small bags, tools, sort aisle surfaces, restroom facilities, and customer service areas.

Package Cars/Tractors: keys, DIADS/IVIS, steering wheel, inside and outside door handles, shift lever, any buttons or touch screens, wiper and turn signal levers, driver door armrests, grab handles, seat belts, seat adjusters, hand trucks, and other nonporous surfaces, etc.).



The Centers for Disease Control and Prevention (CDC) recommends using disinfectants that meet the Environmental Protection Agency's (EPA) criteria for use against SARS-CoV-2.<sup>1</sup>

## Training

### Yes/No

- Have employees received education on the employers' social distancing policies and how they will be implemented: upon entry/exit at the security station, operations in the centers, operations in air hubs, at truck stops, at maintenance bays/ repair shops, at customer facilities and customer service counters?
- Have employees received training on personal protective equipment (i.e gloves); proper use, limitations, disposal procedures and/or cleaning/disinfection procedures?
- Have employees received training on proper cough/sneeze etiquette and hand hygiene?
  - Wash hands
    - Before eating
    - Before and after using the restroom
    - After blowing your nose, coughing, or sneezing
    - Before touching your eyes, nose, or mouth
    - Just before going home
    - After assisting customers
    - After contacting contaminated surfaces
  - Cough or sneeze into a tissue, your elbow or your shirt
- Have employees received training on personal hygiene practices?
  - Laundering soiled or contaminated uniforms daily, ensuring not to comeingle uniforms with other items or family member clothing.

❖ <sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>