



**Warehouses & Supply Chain (Ref : Advisories issued by Central Warehousing Corporation government of India, advisories by MoHFW related to preventive measures to contain spread of COVID-19 in offices, disinfection guidelines, COVID Appropriate behaviour manual, use of mask guidelines)**

1. **Distance Markers-** Depending upon the size of the facility and nature of operation place markers and barriers to ensure social distancing of 6 ft. between staff, visitors and others in reception area, parking bays, storage areas, lifting areas, packaging areas and others. Consider installing transparent barriers where physical distancing is not an option.
2. **Augment hand washing facilities-** Install paddle operated hand washing stations (soap and water available with proper drainage) at multiple locations convenient for use by forklift operators, truck drivers, material handlers, shipping and receiving staff, office staff, distribution managers, and other warehouse sector employees and visitors. Ensure that premise entrance has hand washing with soap facility/alcohol-based hand sanitizers. Encourage workers and visitors to wash their hands before entering the workplace, after contact with others, or with surfaces others have touched. Be sure to include hand washing before breaks, at shift changes, after making or receiving deliveries etc. Workers should be trained and frequently motivated on proper hand washing technique and avoid touching their face.
3. **Mandatory thermal screening-** While making provisions for thermal screening mandatory for all staff and visitors at the entrance, also put a display of symptoms (including the new ones associated with 2nd wave) for everyone to consider. Assign responsibility to security/staff and train them on both thermal screening and others. Provide them a checklist for questions related to symptoms to be asked to each and every visitor/staff entering the premises.
4. **Mandatory use of masks-** Ensure adequate supply of masks in the premises. Always enforce mandatory and proper use of masks by all in the premises as per guidelines by MoHFW.
5. **Respiratory etiquettes-** This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. Display IEC materials at appropriate locations within the premises on respiratory etiquettes and mandatory practice of respiratory hygiene.

6. **Staggered timings :** Due care should be taken particularly during lunch time by ensuring social distancing, staggering lunch timings for different type of staff and ensuring that respiratory hygiene is strictly followed when staff seat for lunch. Limit the staff to 50% in a shift and follow updated advisories of the State Government.
7. **Mask Disposal:** Ensure that staff follow the guidelines for safe disposal of masks after use. Closed dustbins should be installed for disposal. Care should be taken while disposing the masks.
8. **Monitoring Symptoms-**Always encourage staff to monitor their own symptoms. Provide a list of existing and new symptoms associated with COVID-19.
9. **Enforcing guidelines related to staff-** Keep updating and sharing staff members on the current guidelines issued by the central and state government.
10. Pregnant women as well as women with children below 5 years of age should be allowed to work from home. Keep updating systems as per current guidelines available from the State Government
11. **Vaccination-** Encourage eligible staff members to get vaccinated. If the staff strength in the eligible category is more than 100, officially request health authorities (Joint Director Health Services) for on-site vaccination camps. Support necessary logistic in this regard.
12. **Telemedicine-** If feasible, agree on a common telemedicine support service with a health care provider. Inform staff about telemedicine services available from government agencies.
13. **Mental Health Psychosocial Support-** Inform and remind staff about available mental and psycho-social support systems and help lines of Govt. of Assam
14. **Staff hygiene Supplies-** Maintain adequate supply of face masks, gloves, hair covers, hand sanitizers, disinfectants, and cleaning agents etc. available for staff.
15. **Internal Mechanism-** Designate a COVID Focal Point from within Senior Management Staff and form a rapid response team within the staff for managing any eventuality during working hours
16. **Avoid meetings and gatherings at workplace-** Discourage any formal/informal meeting within premises/chambers. Make provision for meeting outside (if needed) following social distancing norms. Even in open space meetings, the total number shall be as allowed by State Government.
17. **Considerate workplace policies-**Ensure considerate policies to support sick staff members. As far as possible pay cuts shall be avoided for staff members not being able to work due to COVID related illness or restrictions. As far as possible develop and implement workplace policy for paid quarantine in case of any staff member or **their family member/s are infected, and the staff needs to self-isolate.**

18. **Disinfection schedule-** Develop a cleaning and disinfection schedule covering different areas/zones within the premises. Frequency shall be more for areas which have higher footfalls. Due attention must be paid for frequently touched surfaces and common areas, such as entrances, counters and washrooms.
19. Surfaces that come in contact with staff and visitors must be disinfected prior to and after each contact. Pay particular attention to frequently touched surfaces and common areas, such as entrances, handrails, counters, desks, door handles, switches and washrooms.
20. Clean and disinfect/sanitize equipment such as controls, seats, steering wheels, gear shifts, radio controls, keys, and other equipment between clients/ employees. Encourage staff to maintain clean workstations, debit machines, cash registers, counters, and equipment.
21. Increase the cleaning frequency of commonly touched surfaces such as – but not limited to – forklift controls, pump trucks, employee time clocks, handrails and doors.
22. Clean and disinfect/sterilize equipment such as client keys, tools, and other equipment between clients/ employees
23. Review disinfection practices with supply chain partners.
24. When using vehicles, increase the cleaning frequency of the vehicle interior and exterior including commonly touched surfaces such as vehicle door handles and frames, windows and controls, clear hard plastic barriers, keys, seatbelt buckles, steering wheel, gearshift, signal levers, ventilation and radio controls.
25. Follow Cleaning and Disinfection guideline as issued by Ministry of Health and Family Welfare
26. Ensure availability of paddle operated closed dustbins across the premises with clearing schedule and encourage optimum use
27. Prohibit spitting inside and outside premises. Enforce the above through strict monitoring and CC TV surveillance as feasible
28. Where appropriate, recommend ventilating spaces by opening windows and/or doors
29. Consider rearranging (wherever feasible) the warehouse floor to allow for one-way flow down aisles and prevent two-way traffic.
30. Any waiting area for customers/visitors should have books, service menus, pens and other frequently touched items removed. Reception desks should also have unnecessary items removed to restrict touching
31. Ensure availability of complete PPE for restricted and need based use in exigencies. Train staff on use of PPEs
32. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

33. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
34. If applicable, number of people in the elevators shall be restricted, duly maintaining social distancing norms, frequent cleaning, and disinfection of elevators as per guidelines shall be ensured.
35. In case air-conditioning/ventilation is used, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
36. If the premises have cafeteria/canteen/dining halls, the following shall be ensured:
  - i. Adequate crowd and queue management to be ensured to ensure social distancing norms
  - ii. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
  - iii. 6 feet of distancing in seating arrangements to be made.
  - iv. All food safety protocols issued by Government to be followed
37. Awareness posters on COVID appropriate behaviours shall be placed at multiple locations such as steps of hand washing near hand washing stations, social distancing posters in the seating area, posters related respiratory etiquettes at multiple locations
38. Designate a sick room within the premises exclusively for COVID related contingent scenarios
39. Follow all guidelines related to management of sick in the workplace issued by MoHFW, GoI. Available here. Some of the instant actions are:
  - i. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
  - ii. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
  - iii. Risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
  - iv. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
  - v. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
  - vi. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.

- vii. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.
- viii. Follow the risk assessment, management of contacts, closure of workplace and disinfection procedure as per existing workplace guideline

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