



**RECOVERY  
READINESS  
INDUSTRIAL SOLUTIONS**

# THE SAFE SIX: WAREHOUSE READINESS ESSENTIALS

Many industrial-related sectors have been considered essential to the global COVID-19 response, with a significant number of companies continuing to operate manufacturing and distribution facilities. Under the extreme and unique circumstances, these companies had to address employee health and safety on the fly with creative solutions.

As we move toward recovery, companies that halted operations due to shelter-in-place orders will soon face a new challenge—maintaining social distancing guidelines in manufacturing and distribution center environments. To that end, a panel of experts and specialists in the Logistics, Industrial and Production sectors have come together to share experiences and industry knowledge to create this open document of international best practices. We offer these ideas to keep in mind.



#1



## PREPARE THE BUILDING

### Cleaning Plans, Pre-Return Inspections, HVAC & Mechanical Checks

- Adhere to cleaning & disinfecting procedures in accordance with governing authorities and/or best practices
- Ready Mechanical, HVAC, Fire/Life Safety systems
- Review municipal occupational health and safety guidelines for updated procedures
- Ensure safety of all employees involved in preparing the building (proper Personal Protective Equipment (PPE), training, etc.)

#2



## PREPARE THE WORKFORCE

### Shift/Schedule Management, Employee Communications

- Consider worker flow and shift patterns (i.e., staggered shifts or split-shift pattern)
- Inform workers of ingress/egress protocols to avoid bottlenecks
- Educate vendors, drivers and third parties on new protocols
- Consider if office-based colleagues can continue to work from home to reduce onsite population

#3



## CONTROL ACCESS

### Protocols for Safety and Health Checks, Building Entry/Exit

- Implement clear plan for entering and exiting facility
- Consider allowing only essential employees entry into the building—no non-essential visitors
- Consider the installation of temporary external driver welfare facilities (i.e. restrooms/washrooms)
- Minimize access to office areas
- Provide necessary PPE for workers
- Consider temperature checks and/or requiring employees to self-monitor for symptoms and adjust/implement stay-at-home sick policies for employees exhibiting symptoms

#4



## CREATE A SOCIAL DISTANCING PLAN

### Decreasing Density, Schedule Management, Traffic Patterns

- Consider utilizing a mobile app with geolocation for clocking in/out
- Stagger break times or consider providing additional break room seating outside in a temporary building
- Rearrange seating areas for extra spacing
- Increase space between production stations where possible or consider alternate stations
- Install plexiglass shields/dividers at workstations, packing benches, etc.
- Manage worker density and foot traffic
  - Designate and signpost the direction of foot-traffic in main circulation paths
  - Reduce number of workers permitted in an aisle or area at one time
  - Consider allocating certain employees to specific picks to avoid cross contamination
  - Consider one-way routes
  - Mark proper distancing using rubber mats or floor line markings
- Consider radios or similar means to communicate with personnel in place of standing meetings
- Train security personnel on effective PPE use and distancing during inspections of personal property
- Review procedure for exchanging truck keys with warehouse workers
- Reduce load times to allow drivers to remain in cab during loading/unloading
- Review potential use of a mobile app to record/review booking paperwork and manifests
- Address potential congestion in locker rooms, restrooms, smoker shelters
- Close non-essential spaces like gyms or shower facilities

#5



## REDUCE TOUCH POINTS & INCREASE CLEANING

### Touchless Ingress/Egress, Policies for Shared Equipment, Cleaning Common Areas

- Allocate MHE/ Warehouse technology to specific employees and disinfect touchpoints of shared equipment between shifts or when switching to new user
- Post clear sanitation/disinfection instructions and products for shared equipment
- Provide additional sanitizers/disinfectant and removable touch screen film at shared touchpoints
- MHE should be disinfected before undergoing servicing and maintenance, and again before being returned to service
- Use disposable PPE for battery charging, refueling or gas exchanges and sanitize/disinfect all equipment upon completion
- Consider low-touch or no-touch switches, doors, drawers and other fittings
- Convert access keypads to alternate touchless technology
- Review if powered doors and loading (personnel, grade or dock) required for weather protection can be operated by a foot pedal
- Photograph or scan receipts for refuse/recycling/skip collections rather than pass by hand
- Provide face shields for assembly line production or where a product is transferred between staff
- Review use of vending machines, coffee/water coolers
- Provide disposable paper or plastic workstation covers to reduce contamination

#6



## COMMUNICATE FOR CONFIDENCE

Recognize the Fear in Returning, Communicate Transparently, Listen/Survey Regularly

- Ensure leadership alignment on reentry
- Establish two-way communication
- Ensure a trusting and transparent culture
- Clearly set employee expectations, with an emphasis on making them feel secure



### SHARING BEST PRACTICES FOR THE FUTURE

As we start to look at how economies and societies prepare for recovery and move back into productivity, we need to adjust to working within the new normal. Vital to a successful return to work is implementing work policies that allow employees to see the workplace as a carefully managed operation designed for worker health and safety rather than a place of potential risk.

We welcome the feedback, views, and practices of all businesses, whether you work with Cushman & Wakefield or not, and hope to further develop this reference guide to help us all manage through a new and challenging experience.