COVID-19 Social Distancing Aide Memoire – Warehousing

Business Details

Trading Name:	Company Name:
Address:	Head Office Address:
Tel No:	E-mail:
Main Activity:	No. of employees:

COVID-19 Policy

Local manager contact details:	Union/Employee Rep contact details:
Have you developed a COVID-19 Policy?	Yes ☐ No ☐ Documented? ☐ Communicated? ☐

Does the policy document COVID-19 arrangements?

How has the COVID-19 policy been communicated?

How have workers or their representatives been consulted?

How are you meeting the needs of vulnerable workers? (temps; agency; language barriers)
Covid19 vulnerable workers? (Shielding, clinically vulnerable, extremely vulnerable or employees who live with someone clinically vulnerable)

How can employees report any ongoing concerns they have?

Are employees who can reasonably work from home doing so?

| Have you written COVID-19 Risk Assessments? | Yes ☐ No ☐ |
| | Documented? ☐ Communicated? ☐ |

What sources of information have you used?

What are the main findings of your Risk Assessment?

Have you reviewed your Risk Assessment and informed staff of any updates?

COVID-19 Illness

What arrangements do you have in place for managing illness and self-isolation notifications?

What is your staff absence rate due to COVID-19? (%)

Are all absences being recorded and analysed according to category?
(COVID-19 symptoms/household self-isolation/12 week isolation due to existing conditions etc.)

| **Do you have a return to work policy?** | Yes ☐ No ☐ |
| | Documented? ☐ |

Do you stay in contact with your employees?

Is their return to work monitored?

Is dedicated medical advice accessible?

Workplace social distancing

Can all work activities be carried out while following the social distance guidelines?

Good practice note:

If a 2 metre distance cannot be maintained, staff should work side by side, or facing away from each other, rather than face to face if possible or provision of screen or barriers to separate people. Consider one way system, one door in; one out for shift change overs so staff do not cross paths. Staggered start times for employees. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar setting. Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social-distancing

Internal and external Communications

What messages are you giving to employees, contractors, visitors and employees hosting visitors?

How are you updating employees and visitors on the measures you have in place?

Good practice note:

- *To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.*
- *You should assign staff to the same shift teams to limit social interaction.*
- *You should still advise staff to keep 2 metres apart as much as possible*
- *You should also put up signage and floor markings in the warehouse, encouraging a 2 meters distance from colleagues where it is at all feasible / or use the bays as a distance marker.*
- *In addition, you should regularly encourage staff to wash their hands with soap and water as often as possible and for a minimum of 20 seconds every time.*
- *Encourage visits by remote connection; limit the number of visitors at any one time. Provide clear guidance for all visitors. Review entry and exit routes for visitors to minimise contact with other people.*

Hand hygiene

What hand washing facilities do you have available?

Have you introduced additional facilities or measures?

Have you considered the need for any interconnecting doors to be kept closed?

Good practice note

You should consider adding additional pop-up hand washing stations or facilities, providing soap, water and hand sanitiser. Ensure there is an understanding for the need for increasing hand washing at all levels. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.

Cleaning

What measures have you put in place for the regular cleaning of hand contact surfaces, work areas and equipment (tools and vehicles e.g. pallet trucks and forklift trucks) between uses?

Good practice note

You should increase the frequency of cleaning procedures for cleaning staff to wipe down hand contact surfaces with disinfectant. You should keep appropriate records. Remove all waste and belongings from the work area at the end of the shift. Encourage increased handwashing and introduce more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

If you are cleaning after a known or suspected case of COVID-19 then you refer to the guidance on cleaning in non-healthcare settings; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

Delivery/Dispatch areas

What are you doing to protect goods-in staff and drivers?

How is delivery-in being managed?

Good practice note:

- *Only allowing a limited number of drivers into your goods-in area at any given time. Controls at the gate house restricting vehicle entry / adherence to time slots / phone call entry.*
- *You should put up signage to ask drivers with symptoms not to enter the goods-in area, and to remind both staff and drivers to always keep 2 metres from each other, wherever possible.*
- *You should also put up signage and floor markings in the goods-in area, encouraging a 2 metre distance from colleagues where it is at all feasible*
- *If feasible, you should also put up plexi-glass barriers at all points of regular interaction to further reduce the risk of infection for all parties involved, cleaning the barriers regularly. You should still advise staff to keep 2 metres apart as much as possible*
- *Drivers can sign-in using their own pens, thus reducing contact with goods-in staff. Removing of vehicle keys while loading / unloading can be undertaken by placing them in plastic bags by the drivers – keys can then be taken and placed on control boards etc.*
- *Although it is not normally encouraged, drivers could then return back to their cabs and await instruction after loading / unloading. (Increased supervision to ensure key controls are not abused and drive off potential increased)*

Access to welfare facilities for drivers

Can you confirm that drivers still have access to welfare facilities?

Good practice note:

- *All drivers must have access to welfare facilities in the premises they visit as part of their work.*
- *Preventing access is against the law, equally it's not the sensible thing to do.*
- *Those who already provide reasonable access to toilets and hand washing facilities should continue to do so.*
- *Failure to allow access to welfare facilities may increase the risk of the infection spreading.*

Warehouse/order picking areas

What measures do you have in place to manage social distancing guidance?

Canteens & rest facilities

What measures do you have in place to manage social distancing guidance?

Additional areas of good practice

Are there any further areas of good practice that you would like to highlight?
You are reminded these modified working practices to control Covid19 will affect the time taken to complete a task, with additional cleaning and social distancing, this should be reflected in the time management and any associated bonus working schemes.

Further information or support

Is there any further advice that you would like to receive?

Sources of up to date information:

- https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses