

COVID-19 General Checklist for Ports

May 7, 2020

This checklist is intended to help port employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Ports](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.



Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.



Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Restrict non-employees entering the port facility to only those classified as essential by management.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Steps taken to inform employees about the policies related to protective equipment



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Provide the resources and means to promote employees' personal hygiene, including ready access to hand sanitizer, hand washing and other sanitary items.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts; consider hire third-party cleaning companies.
- Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- Implement measures to physically separate people by at least six feet using physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where people should stand).
- Minimize transaction time between port workers, warehouse employees, and transportation personnel.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- Utilize work practices, when feasible, to limit the number of workers on-site at one time.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Reconfigure, restrict or close break areas and provide alternative spaces where physical distancing can occur.
- Provide separate, designated entrances and exits.
- Redesign workspaces and shared outdoor spaces to allow for at least six feet between employees.
- Hold port commission meetings virtually.
- Suspend school and business boat tours.
- Close public access to the docks.

