



# General Warehouse Operational Safety Plan

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**PURPOSE:** To prevent the possible spread of COVID-19 while general warehouse employees are engaged in their daily responsibilities.

**SCOPE:** These procedures apply to DCU personnel working at the BESC general goods warehouse and operating district vehicles to make necessary deliveries of goods to PPS sites. These activities would include receiving, storing, stocking, staging, and delivering curriculum and other materials to schools and other PPS sites. The hours will be from 5:30 a.m. until 2:00 p.m. Monday through Friday. Employees are required to maintain social distancing, six feet minimum, and adhere to all other CDC guidelines.

## INSTRUCTIONS:

All employees in the general warehouse must:

1. Follow all CDC guidelines as far as social distancing, frequent hand washing, covering a cough, etc.
2. Maintain a 6' distance from all individuals while at work.
3. Use disinfecting wipes to clean the interior of vehicles before operating and again before parking vehicles for the end of shift. Wipe down all touch points, steering wheel, shifter, turn signal, door handle, etc.
4. Avoid any unnecessary social interactions during the workday.
5. Wash hands thoroughly once the job is done and before heading home.

**Note:** The above instructions are critical control points to minimize potential exposure. However, during any type of infectious disease outbreak using proper personal hygiene is even more important.

## QUESTIONS AND CONCERNS

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at [staysafe@pps.net](mailto:staysafe@pps.net).