



COVID-19 Model Practices to Keep Workers Safe

Transportation to Worksites

Member First Step Staffing reports taking the following steps in transporting its employees to worksites:

- 15-passenger vans are limited to 5 workers.
- All riders' temperatures are checked prior to boarding.
- All riders use hand sanitizer.
- Vans are thoroughly wiped down between trips.

In addition, each employee, including those who travel to worksites on their own, is provided with an "Essential Service" letter to carry and show to authorities in case they are stopped (see sample language on next page).

Recommendations for Industrial Worksites

The Warehousing Education and Research Council recommends the following practices:

- Deep clean the worksite.
- Divide shifts to ensure there is no overlap between schedules.
- Check employees' temperatures as they arrive and depart the facility.
- Clean the worksite between shifts.
- Instruct employees to be vigilant about self-care, including frequent hand washing, practicing respiratory hygiene, and wiping down equipment with disinfectant wipes.
- Install hand sanitizer dispensers in easily available locations.
- Provide masks and gloves for workers' protection.
- Require workers to stay on-site for breaks to prevent exposure to infections outside the workplace.
- Establish a sanitizing protocol should a worker become unwell.
- Continue to engage with employees to understand their concerns.
- Limit entry by delivery drivers and non-essential visitors, and if entry is required, check their temperatures first.
- Bar anyone who may appear to have a fever or respiratory illness.
- Implement a solid communications plan that includes company management, staff and associates, suppliers, customers, and other stakeholders such as banks and investors. Provide regular updates about current actions and future plans via email, web portals, etc.

Sample Language for Essential Employee Authorization

The Society for Human Resource Management recommends that you issue a letter on company letterhead that your employees can show to law enforcement authorities if they are questioned while commuting to and from work, as follows:

To whom it may concern:

[Employee name] is employed by [Company name], which is an essential business [or supplier of an essential business] as defined by [insert state-specific information such as the Executive Order number]. As such, this employee is exempt from mobility restrictions when reporting to or returning from work or while performing his or her job duties.

Please direct any questions to [name] at [contact information].

Sincerely,