

BE SAFE ★
CHICAGO ★



Be Safe. Transportation & Warehousing



Cautiously reopening Chicago requires:

Healthy interactions

Social distancing



Limitations on physical distance to other individuals

Gathering size



Limitations on gatherings of individuals

Protective gear



Use of protective gear by individuals

Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

Safe spaces & conditions

Entry access



Entry/exit condition for access to space

Cleaning standards



Actions taken to disinfect space

Visual guidance



Hygiene resources and guidance posted in space

Workplace conditions



Evaluation of foot traffic, ventilation, etc.

Operational resilience & monitoring

Flexible models



Flexibility with sick leave, remote work (when possible)

Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

Travel guidelines



Restriction of movement of people between locations

Testing / tracking



Facilitation of testing and tracking



Maintain >6 ft social distancing at all times, where possible

- Discourage physical contact between individuals
- Continue to observe social distancing of 6 feet



Limit in-person meetings

- Limit gatherings of employees in cafeterias, meeting rooms, and other gathering points based on the Phase IV Capacity Guidelines
- [CLICK HERE to view more specific Transportation & Warehousing Phase IV capacity restrictions](#)



Face covering required where 6 ft. social distancing is not possible

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Face coverings may not be required if it inhibits clear communication, vision in certain work environments (e.g., when it fogs faces masks or goggles), or cannot be done safely



Cleaning and hygiene standards

- If possible, wash hands regularly and before and after touching common surfaces
- If hand washing is not possible, use hand sanitizer
- If possible, use EPA recommended disinfectant (e.g., disinfecting wipes) when cleaning surfaces
- No shared food (e.g. buffet style meals); encourage employees to bring meals from home
- Encourage employees to complete health and safety training related to COVID-19 when returning to work

Be Safe. Warehousing

Safe spaces & working conditions



Gradually Resume
(Phase IV)



Limit number of entry points and screen employees prior to entry

- If possible, minimize number of entry or exit points to premises
- Limit number of access points or areas open to the public
- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entering establishment, employees self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire – see appendix)



Focus on clean work spaces and ensure high-touch/common surfaces, tools, and equipment are cleaned regularly

- Regularly clean site (e.g., at least once per shift)
- In the event of a positive case, wait 24 hours before cleaning and disinfecting exposed areas to minimize potential for exposure to other employees in line with [CDC guidelines](#)
- Frequently disinfect heavy transit areas and high-touch surfaces (e.g., shared tools, machines, vehicles, handrails, portable toilets)
- Ensure proper cleaning of shared vehicles



**Visual
guidance**

Post guidelines for entry

- Post signage regarding new operating conditions (e.g., wearing of PPE, hand sanitizing requirements)
- Post signage stating that customers enter at their own risk



**Work-
place**

Promote simplified workplace conditions to minimize contact between people

- Where possible, encourage the use of work spaces and altered traffic flow patterns that follow [CDC guidelines](#) to promote social distancing
- Organize the placement of materials to minimize movement on the work site



Minimize employee contact where possible

- Establish protocols for different transportation facilities based on space constraints and ability to restrict access to site
- When possible, adjust work scheduling, hours and shifts to reduce density at the work site, minimize contact across employees, and prevent congestion at entry points (especially in space-constrained or non-controlled worksites)
- Work with vulnerable/compromised employees to find safer workplace accommodations (e.g., shift to positions with lower contact with other individuals, work off site when possible)
- Encourage alternative work policies/locations which support social distancing



Encourage behavior to limit personal interaction

- Limit shift overlap of employees, when possible



Continue essential travel; non-essential travel with caution

- Continue essential travel/transportation, but limit non-essential travel (where possible)



Testing/
Tracking

Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee who has had close contact with a co-worker or any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a facility becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak



Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



General workplace guidance

National resources for further guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC – *Guidance for Businesses and Workplaces*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA *Guidance on Preparing Workplaces for COVID-19:*
<https://www.osha.gov/Publications/OSHA3990.pdf>

US Department of Transportation – *Corona Virus Resources:*
<https://www.transportation.gov/coronavirus>

American Public Transportation – *Association Public Transit Response to Coronavirus or COVID-19:* <https://www.apta.com/public-transit-response-to-coronavirus/>

OSHA – *Guidance for Rideshare, Taxi and Car Service Workers:*
<https://www.osha.gov/Publications/OSHA4021.pdf>

Transportation & warehousing guidance

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