

Tips to Reopen and Operate Offices and Warehouses in the Current Environment

While Prologis does not recommend specific policies to help mitigate COVID-19 exposure in warehouses, many of our customers have shared the best practices they're following as they re-open and operate their facilities in the current environment. Here are some of their suggestions that you may find useful in your own operation and that you may want to appropriately tailor to comply with public health official guidance.

Spacing and Social Distancing

- Mark aisles to establish one-way traffic flows.
- Mark the floors in high-traffic areas, such as where people clock in, to encourage proper social distancing.
- Reduce worker density wherever and whenever possible, including removing some chairs from the break room, to set proper distancing and/or providing a picnic table to encourage some employees to go outside during breaks.
- Increase time between shifts to avoid contact between outgoing and incoming employees and to also allow for more time to clean the facility.
- Limit visitor access to absolutely essential individuals.

Safety and Well-Being

- Provide appropriate personal protective equipment (PPE), including masks and gloves, to every employee.
- Provide each employee with individual packages of hand sanitizer, wipes, face coverings, gloves, etc.
- Provide hand hygiene and sanitizer stations throughout the facility for regular employee use.
- Conduct regular cleaning throughout the day of equipment, locker rooms, break rooms and high-traffic areas as well as heavy cleaning before and between shifts.
- Consider shutting down operations and performing deep cleaning with any confirmed cases of COVID-19.
- Take regular temperature readings of employees until testing kits are more readily available.
- Consider providing two weeks paid time off if an employee has a confirmed case.
- Provide clear guidance that employees are to stay home and get tested when showing any symptoms or after contacting anyone who has been infected.
- Communicate to keep people as safe as possible and manage the understandable stress many employees are experiencing. For example, post clear signs about social distancing and proper cleaning, provide update videos, conduct all-hands calls/meetings and furnish detailed information about important steps everyone can take to make the work environment safer.

For More Information

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Occupational Safety and Health Administration \(OSHA\)](#)
- [Prologis Customer Resource Center for COVID-19](#)