

COVID-19 Best Practices for Business

All businesses in Ohio that are open as ‘Essential Businesses’ are required to follow the [Guidelines for Essential Businesses and Operations and Social Distancing](#) that are part of the full [Stay at Home Order](#).

[Ohio Department of Health]

[Best Practices During COVID-19](#) [Convenience Distribution Association]

[Guidance for Businesses and Employers to Plan and respond to Coronavirus Disease 2019](#) [CDC]

Every warehouse is different but the goals are the same ... have a safe workplace and continue operating your business while reducing risk of exposure to and spreading COVID-19. In addition to the resource links above, here are a few thoughts that some wholesalers already have in place and/or that have developed through “what can I do” conversations.

Wholesalers with Cash and Carry

- Can cash/carry orders be taken outside to the customer vehicle so customer does not have to come into your building? If customers do come in, wipe down all surfaces that may be touched when customer comes in and out [door handles/side panels, counters, pens, etc]

Returns

- Make changes to return policy that may include suspending returns.

Sales Representatives

- Suspend in store/face-to-face check-ins with current accounts; maintain relationship, inventory checks, orders via phone/email; have sales staff work from home to minimize number of people onsite.
- Suspend cold calling for new accounts.

Warehouse

- Change flow of each pick aisle to one-way and place tape down each aisle at 6ft intervals
- Pick scanning devices: wipe down with disinfecting wipe after using and also before using [recommended in case last person to use device did not wipe it down]
- Clipboards/pick sheet: wipe clipboard/pen after use by employee and also before using [recommended in case last person to use clipboard/pen did not wipe it down]; follow wipe down protocol even if you’re able to assign each person their own clipboard/pen [with name on it for their use only].
- Observe all other areas of warehouse where employees work within 6ft of each other and determine ways to spread them out; tape 6ft marks on floors in higher traffic areas/area where employees typically cross paths. .
- Have employees wipe wheel cart handles, forklift controls, stamping machine, etc after use.

Drivers

- Have hand sanitizer and disinfecting wipes in all trucks
- Review drop off procedures and adjust as possible to minimize exposure
- Work gloves: hand sanitizer before putting on; wipe down outside of gloves with disinfecting wipes after using to pump gas or touching other surfaces.

Administrative office space

- What employees can work from home? Can flexible work hours/staggered shifts be implemented to minimize the number of employees onsite?
- Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment.
- Emphasize maintaining 6ft distance in areas where employees typically cross paths; mark with tape if needed.

Other

- Emphasize cleaning/disinfecting of surfaces, equipment, etc in all areas [including bathrooms and breakrooms].
- In all areas where retailers or others may enter/wait, have 6ft spacing marked off on floor.
- Allow employees to wear face masks [[CDC and Ohio Dept of Health recommendation](#)]