

# Covid-19 guidance

## Warehouses and cargo terminals

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### EMPLOYEES

1. Maintain a safe distance to others in changing rooms. Take turns to change clothes, wherever appropriate. Avoid taking a shower on site at the end of working hours.
2. Wash your hands or use hand sanitiser as the first thing you do when you arrive at your workplace.
3. Avoid direct contact with door handles at entrances and in toilet facilities.
4. After you have used the toilet, wash your hands and dry them using a paper towel. If the water tap is not deactivated automatically, turn it off using a paper towel.
5. Maintain a safe distance to other people and avoid touching them.
6. Disinfect trucks and other equipment you use in your work several times during the day.
7. Maintain the required distance to others in the canteen/lunch room, and take your breaks in turns with others if necessary to keep a reasonable distance.
8. Pay attention to instructions to drivers and inform your manager in case of non-compliance with the instructions.
9. Report sick if you cough, have a runny nose or similar symptoms of cold or flu. Better safe than sorry!
10. Use your common sense.

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### EMPLOYERS

1. Define procedures for employees' handling of goods in the warehouse/cargo terminal, and make sure that employees are thoroughly informed about any driver and other instructions that apply.
2. Make it clear which employee in the warehouse/cargo terminal (preferably an employee with managerial authority) is responsible for receiving visitors from outside such as inbound delivery drivers and for ensuring their appropriate conduct on site.
3. Install barriers or markings that clearly show which areas are for inhouse staff and which areas are for visitors.
4. Make ample quantities of hand sanitiser available at entry and exit points for both visitors and in-house staff. Wherever possible, choose entry and exit points with access to running water and soap.
5. Make disposable gloves available to employees, and make sure they are used.
6. Make a signature device available to employees who need to sign for receipt.
7. Make sure that trucks and other work equipment are cleaned regularly every day.
8. Separate inhouse and external toilet facilities, possibly by using festival toilets.
9. Display posters with information about correct handwashing.  
[https://www.foedevarestyrelsen.dk/SiteCollectionDocuments/26\\_Kampagne/planche\\_s%C3%A5dan%20vasker%20du%20h%C3%A6nder.pdf](https://www.foedevarestyrelsen.dk/SiteCollectionDocuments/26_Kampagne/planche_s%C3%A5dan%20vasker%20du%20h%C3%A6nder.pdf)  
[https://www.foedevarestyrelsen.dk/SiteCollectionDocuments/26\\_Kampagne/how%20to%20wash%20hands.pdf](https://www.foedevarestyrelsen.dk/SiteCollectionDocuments/26_Kampagne/how%20to%20wash%20hands.pdf)
10. Consider using the poster at <https://www.sst.dk/da/Udgivelser/2020/Forebyg-smitte-mod-coronasmitte> to provide general information about the prevention of virus transmission.
11. Enhance daily cleaning in areas where employees work and circulate.
12. Make sure that social distancing is possible in staff canteens and break areas, which may be ensured by staggering break times.
13. Pay attention to employees who show symptoms of cold or flu and make sure they are sent home on sick leave. Respect sick notes from employees with the same symptoms.