

COVID 19 - DAILY ACTIVITY CHECKLIST IN WAREHOUSE

S.No	ACTIVITY	Schedule / Phase	Status (YES / NO)	Remarks if any
1	Employees Register verification at Security Gate / Point	Before work start - Morning		
2	Availability of Hand sanitizers for employees & CL's use	Before work start - Morning		
3	Availability of Floor Cleaners	Before work start - Morning		
4	Availability of House keeping assistants	Before work start - Morning		
5	Availability of Masks / Gloves for employees & CL's	Before work start - Morning		
6	Availabilty of one time usable water tumblers	Before work start - Morning		
7	Documents Tray availability in specific place	Before work start - Morning		
8	Social distancing marks in all the required places	Before work start - Morning		
9	Cleanliness of Rest rooms / Work Places by using VOOKI P60 (every 2 hours)	During work hours		
10	1 meter Work place distance among employees inside premises	Before work start - Morning		
11	Employees Self declaration - health status	Before work start - Morning		
12	Any sick employees availability in premises - Oral Check with Supervisors	Lunch Break		
13	Premise visit to ensure social distancing / mask wearing by Employees	Before Lunch 12.30PM		
14	Premise visit to ensure social distancing / mask wearing by Employees	Post Lunch by 5.00PM		
15	Employees Register verification at Security Gate / Point	Before Lunch 12.30PM		
16	Cleanliness of Rest rooms / Work Places / warehouse premises by P60	Evening office closure		

Checked by Warehouse Incharge

Signature:-

Date:-

Note:

1. This checklist to needs to be hand written by CH's / BH's / admin / HR
2. CH's / BH's / WI's / HR's has to verify this every day and give report to HO BY 6.30PM