

## Guideline for CT-Terminals in dealing with COVID-19

Result of the first crisis meeting "CT terminals of the SGKV" on the 17 March 2020 - effective 19 March 2020

Ensuring the performance of terminals has the highest priority, the importance of the facilities for the security of supply for the population and companies and ensuring the functionality of supply chains is currently demonstrated by the example of Italy.

Intermodal transport offers the possibility of transporting "contactless" large quantities with few personnel, avoiding inter-regional personal contact and preventing congestion at borders.

**The fundamental condition for this is to maintain the (emergency) operation of the terminals by avoiding cases of illness / infection of the core operational personnel.**

It is urgently required to make preparations or emergency plans to minimize the risk of breakdowns. In addition, **it is important to maintain operations as far as possible in the event of the loss of some or many employees.**

The following **concrete prevention measures** are already being implemented in European terminals and can serve as general **proposals for action**:

No.	Prevention Measure	Explanation / Goal	Target Group / Person(s) affected
<b>Overarching Measures</b>			
1	Formation of a crisis committee, appointment an internal contact person	Communicating contact to all employees, bundling of activities and measures	<ul style="list-style-type: none"> <li>▪ All employees</li> </ul>
2	Creation of an emergency plan	Preparation of overall emergency plans, individual areas, coordination with crisis management team / contact person	<ul style="list-style-type: none"> <li>▪ Management board, division manager</li> </ul>
3	Recommendations of the health authorities, internal company regulations	Place recommendations clearly visible (every floor, every room), also outside for truck drivers, visitors, etc.	<ul style="list-style-type: none"> <li>▪ All employees</li> <li>▪ Externals</li> </ul>
4	Consistent compliance with hygiene regulations	Sufficient hand washing, no shaking hands, keep your distance, do not touch your face, etc.	<ul style="list-style-type: none"> <li>▪ All employees</li> </ul>
5	Procurement and provision of hygiene articles	Procurement and provision of hygiene articles and disinfectants for employees and external parties (truck drivers, etc.)	<ul style="list-style-type: none"> <li>▪ All employees</li> <li>▪ Externals</li> </ul>
6	Protection equipment	Procurement of protective equipment, masks, glasses, gloves, etc.	<ul style="list-style-type: none"> <li>▪ All employees (need)</li> </ul>
<b>Measures – Administration / Personnel</b>			
7	No external meetings or visits to the terminal	Use of telephone and video conferences	<ul style="list-style-type: none"> <li>▪ Staff (administration etc.)</li> </ul>
8	Parallel processes – home office	Facilitating home office, facilitating smart office, provision of notebooks, mobile phones, etc., provision of external access possibilities via server, video conference provider, VPN or similar	<ul style="list-style-type: none"> <li>▪ Staff (administration etc.)</li> </ul>
9	Flexibilisation of working hours	Potential use marginal working hours to ensure childcare, etc., in coordination with the management / superiors	<ul style="list-style-type: none"> <li>▪ Staff (administration etc.)</li> </ul>
10	Restrictions in company buildings (present staff)	No switching between building sections, floors, use of "sanitary	<ul style="list-style-type: none"> <li>▪ All employees</li> </ul>

		facilities on your own corridor", contact avoidance with employees	
11	Access restrictions of closure of lunch rooms	Lunch room with max. persons simultaneously, safety distance between persons, close changing rooms (appear already dressed / ready at work, contact avoidance	<ul style="list-style-type: none"> <li>▪ All employees</li> <li>▪ Externals</li> </ul>
12	Surface disinfection	Disinfect the surfaces, counters, desks, other rooms, sanitary facilities, break room, etc. several times a day, at least 4 times a day	<ul style="list-style-type: none"> <li>▪ Cleaning staff</li> </ul>
<b>Measures – Operational Processes</b>			
13	Separation of gates	Facilitation of single access points, reduction of encounters	<ul style="list-style-type: none"> <li>▪ Crane operator</li> <li>▪ Shunting team, train driver</li> <li>▪ Truck driver</li> <li>▪ Field staff</li> </ul>
14	Set up parallel processes, Separation of locations / Modules	No more staff changes between Locations / Modules, Definition of core activities and isolation of the personnel groups of this core activities	<ul style="list-style-type: none"> <li>▪ Crane operator</li> <li>▪ Shunting team, train driver</li> <li>▪ Truck driver</li> <li>▪ Field staff</li> </ul>
15	Separation of shifts and teams	Definition of teams, which per shift work together firmly. Schedule sufficient time for shift change to avoid contact between shift teams. In the event of a suspicious situation the team must, a standby team must be available	<ul style="list-style-type: none"> <li>▪ Crane operator</li> <li>▪ Shunting team, train driver</li> <li>▪ Field staff</li> </ul>
16	Surface disinfection	Cleaning / disinfection of workstations before shift handover (e.g. on crane systems, in reachstackers by the respective machine operator)	<ul style="list-style-type: none"> <li>▪ Crane operator</li> <li>▪ Shunting team, train driver</li> <li>▪ Truck / Mafi-driver</li> </ul>
17	Backup for crane operators	In case of illness of the crane operator: 1. other employees are trained to fill in 2. permanent relocation of crane operators from other locations 3. check whether cranes enable automatic operation	<ul style="list-style-type: none"> <li>▪ Crane operators</li> <li>▪ Suitable "substitute personnel"</li> </ul>
18	Automated check-in at the gate	Access in terminal. Truck drivers can automatically check in and receive a ticket. The OCR-Gate simultaneously captures images (before, after, next to) in order to recognize codification plates	<ul style="list-style-type: none"> <li>▪ Checker</li> <li>▪ Truck driver</li> </ul>
19	Check-in	Checker visually checks the loading unit; truck driver stays in the driver's cab	<ul style="list-style-type: none"> <li>▪ Truck driver</li> </ul>
20	Paperless, low-contact document scan at the gate	Detailed description (see Annex or <a href="#">download</a> )	<ul style="list-style-type: none"> <li>▪ Checker</li> <li>▪ Truck driver</li> </ul>

21	Restricted access to the counters	A maximum of 3 truck drivers are allowed to be in one room at the same time, decrease of contacts between persons, 2-meter-distance between truck drivers, separation of entry and access for truck drivers	<ul style="list-style-type: none"> <li>▪ Crane operators</li> <li>▪ Ground personnel</li> <li>▪ Truck driver</li> </ul>
22	Shielding of the counters with glass/Plexiglas, or similar	Contact avoidance between employees and truck drivers, as well as shielding the counters from one other	<ul style="list-style-type: none"> <li>▪ Truck driver</li> <li>▪ Personnel</li> </ul>
23	Transshipment adhering to safety distance	Safety distance between persons, no contact between truck drivers and terminal staff	<ul style="list-style-type: none"> <li>▪ Crane operator</li> <li>▪ Ground personnel</li> <li>▪ Truck driver</li> </ul>

This document will be continuously updated as new knowledge and strategies emerge. Notes and comments can be addressed to SGKV (mplehm@sgkv.de / T. 030 / 206137611)