

# COVID-19 Best Practice Health and Safety Guidelines for Employees in the Cement and Concrete Industry

COVID-19 is a virus with serious complications, possibly fatal, especially in older people or those with compromised immune systems. It can be contagious for up to 14 days, even if the infected person has no symptoms. The virus is transmitted either through close personal contact with an infected person – through respiratory droplets generated by talking, coughing or sneezing – or by touching contaminated objects or surfaces and then touching your mouth, nose or eyes. Current evidence suggests person-to-person spread is most prevalent when there is close contact with other people.

The following guidelines are to keep employees of cement and concrete product manufacturers safe and to help stop the spread of COVID-19. They are based on advice and directives from Canada’s health authorities (Federal and Provincial).

We encourage you to read, follow and discuss these guidelines with your co-workers and family. It is through rigorous adherence to these guidelines that we can “plank the curve” of the COVID-19 virus.

Please note that federal and provincial guidelines will evolve over the course of the pandemic. Please be sure to consult national and provincial health authorities listed in this document for the latest information.



## OPERATORS OF TRUCKS, VEHICLES, HEAVY AND MOBILE EQUIPMENT



**1** If you have COVID-19 related symptoms (fever, dry cough or breathing difficulty), do not come to work and contact your supervisor. If any of these symptoms appear during your working day, report immediately to your immediate superior and alert health agencies where you live for instructions.



**2** If you have an underlying medical condition or a compromised immune system, advise your supervisor so that you may be protected.



**3** Conduct the COVID-19 Self-Assessment provided by your provincial government on a daily basis, to ensure you are symptom-free before coming to work.



**4** Wash your hands frequently with soap and water for 20 - 30 seconds. If you do not have access to soap and water, use hand sanitizer with at least 60% alcohol content until you can wash your hands thoroughly with soap and water.



**5** As much as possible, practice physical distancing. As advised by Canada’s Chief Public Health Officer, keep a safe distance **of at least 2 arms lengths (about 2 meters) from others.**

**6** When coughing or sneezing, cover your mouth with your folded elbow or with disposable tissues, even if you are alone, as you can contaminate surfaces, items or equipment that other people can then use. Dispose of the used tissue and wash your hands for 20 seconds or use a hand sanitizer immediately.



**7** Avoid touching your eyes, nose and mouth to prevent the spread of germs.



**8** Use any protective equipment provided by your employer. Ensure it is discarded after use if it is disposable.



**9** Change your clothing when arriving and leaving work and remember to immediately wash all your work clothes after every shift. Our companies will increase the frequency of washing overalls and other work clothes



**10** Drink water frequently and be careful to use your own containers and utensils to eat (cups, dishes and cutlery). Do not bring in food to share with others.



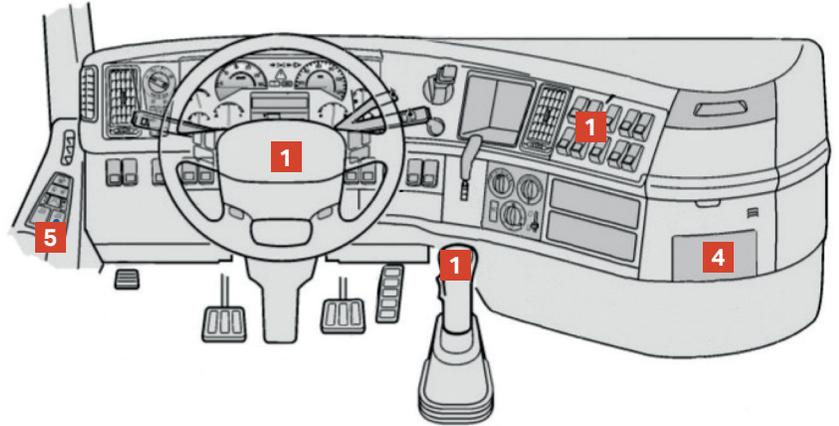
**11** Upon receipt and before handing over for the next shift, disinfect keys, phones, radios, shared tools and other items that have been assigned for your work.





## IN THE CAB

- 1** Begin and end each shift by cleaning your vehicle cab with a disinfectant. Clean and disinfect the steering wheel, frequently used levers, buttons and radio controls, seats and in general anything you usually touch with your hands.
- 2** When cleaning the cab, it is advisable to let it ventilate (10 minutes).
- 3** Use gloves to protect hands when exposed to ladders and guardrails.
- 4** Ensure each truck is equipped with hand sanitizers and disinfectant spray at all times.
- 5** When driving, keep windows half open for ventilation.
- 6** Do not operate or board equipment that has not been specifically assigned to you. When possible, equipment should be assigned to one person and cleaning schedules implemented between workers and as needed.



## DURING THE LOADING AND UNLOADING OF CONCRETE PRODUCTS IN PLANT AND ON SITE

- 1** Always make responsible use of personal protective equipment (PPE), including gloves, face masks and safety glasses. Remember that we are living in a COVID-19 pandemic.
- 2** Use gloves to protect hands on guardrails, ladders, levers, chutes or any tool that someone else may have touched. Remember not to touch your face while using any of these, and to wash your hands once finished.
- 3** Implement “no touch” transactions to avoid the exchange of paperwork, pens, receipts or signatures. As much as possible, use technology to communicate where you used paper products in the past.
- 4** Try and keep a physical distance of at least 2 arms lengths (2 meters) from other people and respect this minimum distance in all common areas such as waiting rooms, dining rooms and work sites.
- 5** Avoid crowds and situations where you are around more people than the limit mandated by public health authorities. This number may differ for each province and is subject to change at any time, so please consult your provincial health authority listed at the end of this document.
- 6** Stay in your truck as long as possible. If waiting time is prolonged, it is better that you stay isolated inside the vehicle and continue with the necessary hygiene precautions. Before eating anything, you should wash your hands with soap and water or a hand sanitizer.
- 7** Never share personal protective equipment (PPE), pens or other writing instruments or mobile devices.
- 8** Customers, pump operators or Quality Control technicians should not touch the truck or equipment, including hoses, chutes, rails, ladders.





## GUIDANCE FOR CEMENT AND CONCRETE PRODUCERS

*It is important for cement and concrete product companies to adapt this guidance to their own company requirements, and to make customers aware of the situation, both for their own protection and that of employees.*



**1** Follow the recommendations of your provincial health authorities (see website links at the end of this document) and keep your staff informed.



**2** Follow the health and safety guidance/ instructions provided by your HR/Health and Safety Officers.



**3** Encourage employees to identify any underlying medical condition or compromised immune system so that you may take action to minimize or eliminate their exposure. Set up disinfection crews for vehicles and work tools especially on shift changes.



**4** Implement policies for the delivery of tickets that minimize driver-client interaction. Some companies have temporarily suspended the signing of delivery tickets by customers and have used unilateral receipt documents which include customer details. Give a hygiene kit (disinfectant liquid soap, bottle caps and bottle of alcohol) to each worker.



**5** Implement policies that minimize the contact of staff in the plant with doorknobs or handles, which may have fingerprints, etc., and facilitate reminders to staff to wash their hands frequently.



**6** Organize sites to allow for greater air circulation where people gather (e.g. open tents for ticket delivery and registration), allowing the minimum physical distance of 2 arms lengths or 2 meters between them. Do not allow gathering in groups larger than that mandated by your provincial health authorities.



**7** Reduce access to places not strictly required for work and, where possible, separate the jobs.



**8** Practice physical distancing, even during safety meetings or Tool Box Talks.



**9** Avoid shared tools and equipment and implement cleaning schedules between shifts if required.



**10** As much as possible, establish work shifts to minimize the concentration of staff, and ask people to work from home, if possible.



**11** Establish isolation protocols in the plant and procedures for transfer to homes or hospitals of employees with any symptoms of COVID-19.



**12** Ensure critical task safety certificates are valid for at least six months to avoid expiration.



**13** Other measures include: Locking doors to offices and shops to prevent unauthorized entry (do not block exits); encouraging plant personnel to respectfully re-direct drivers and internal personnel out of control rooms; posting signage that provides the site contact number for anyone needing access to site, such as haulers, delivery services, contractors, vendors, etc.; asking all new incoming employees, contractors and essential visitors to complete a screening questionnaire.



**14** Wherever possible, develop illustrative advice leaflets, and start COVID-19 training days to provide correct information.



**15** Consult federal or provincial authorities regularly for updated information and resources including, [Canada.ca/coronavirus](https://Canada.ca/coronavirus) (see list of websites at the end of this document).

### The following should also be considered

**1** Developing a plan in the event an employee tests positive for COVID-19. Use government resources to ensure best practices are followed and actions are communicated to employees.

**2** Reminding all employees of the need to follow federal and provincial self-isolation mandates when returning from international or interprovincial travel.

**3** Allowing non-essential administration employees to work from home.

**4** Not allowing visitors to access any cement or concrete product plants without prior approval by management.

**The Canadian cement and concrete industry has prepared this document to contribute to the protection of its workers and customers from COVID-19. It is based on information provided by Canadian health authorities.**

**The application of health and safety measures that each company imposes must always comply with local regulations and the instructions of local health authorities.**

## NATIONAL AND PROVINCIAL PUBLIC HEALTH AUTHORITIES

### HealthLine numbers and websites

NATIONAL	1-833-784-4397	<a href="https://Canada.ca/coronavirus">Canada.ca/coronavirus</a>
AB	811	<a href="http://www.alberta.ca/coronavirus-info-for-albertans.aspx">www.alberta.ca/coronavirus-info-for-albertans.aspx</a>
BC	811	<a href="http://www.bccdc.ca/health-info/diseases-conditions/covid-19">www.bccdc.ca/health-info/diseases-conditions/covid-19</a>
MB	1-888-315-9257	<a href="http://www.gov.mb.ca/covid19/index.html">www.gov.mb.ca/covid19/index.html</a>
NB	811	<a href="http://www2.gnb.ca/content/gnb/biling/coronavirus.html">www2.gnb.ca/content/gnb/biling/coronavirus.html</a>
NL	811 or 1-888-709-2929	<a href="http://www.gov.nl.ca/covid-19/">www.gov.nl.ca/covid-19/</a>
NT	911	<a href="http://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19">www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19</a>
NS	811	<a href="http://www.nshealth.ca/covid19-news">http://www.nshealth.ca/covid19-news</a>
NU	1-888-975-8601	<a href="http://www.gov.nu.ca/health/information/covid-19-novel-coronavirus">www.gov.nu.ca/health/information/covid-19-novel-coronavirus</a>
ON	1-866-797-0000	<a href="http://www.ontario.ca/page/2019-novel-coronavirus">www.ontario.ca/page/2019-novel-coronavirus</a>
PE	811	<a href="http://www.princeedwardisland.ca/en/topic/covid-19">www.princeedwardisland.ca/en/topic/covid-19</a>
QC	1-877-644-4545	<a href="http://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/">www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/</a>
SK	811	<a href="http://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus">www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus</a>
YK	811	<a href="http://yukon.ca/covid-19">yukon.ca/covid-19</a>