

COVID-19 Exposure Prevention, Preparedness and Response Plan
California Construction and Industrial Materials Association
A Compilation of Member Safety Protocols
May 2020

The health and safety of employees, their families and customers is the number one priority of our members. Safety always comes first in the materials industry and adopting new protocols to protect against COVID-19 was second nature. With guidance from the Center for Disease Control and Prevention (CDC), Cal OSHA, CA Department of Public Health, and other federal, state and local agencies, our members acted quickly to implement protocols to help keep their employees safe and assist in stopping the spread of COVID-19. Below are a compilation of many of the actions and policies undertaken by member companies.

Educated and Informed

In the first step against the spread of the COVID-19 pandemic, employees and customers were immediately educated and informed of how to recognize the symptoms and what measures to use to help stop the spread.

Symptoms of the disease were shared and any employees or family members who exhibited any signs (fever, cough, and shortness of breath, difficulty breathing or other flu like symptoms) were told to stay home and to not return without a return to duty certification.

Posters, flyers and electronic messages were distributed in order to help inform employees. Some of those messages included:

- Stay home if you're sick
- Frequently wash hands with soap and water for at least 20 seconds
- When soap and water are unavailable, use hand sanitizer
- Avoid touching your face
- No hand shaking or other type of person-to-person contact
- Use proper etiquette when sneezing and/or coughing
- Avoid contact with people who are visibly sick
- Maintain 6' distance from individuals
- Sanitize work surfaces
- Reminding employees to stay home when not at work

Some employers implementing daily "are you experiencing symptoms?" checks which includes taking their temperature and asking a few questions prior to coming to work or beginning a shift.

Employees are instructed to stay home if they or a family member is feeling sick and instructed to contact management. They are not allowed back without authorization as deemed appropriate by management.

Social Distancing and Sanitization in the office and the plant and in vehicles, including heavy equipment are essential to helping slow the spread. Some of the best practices have been shared amongst the industry to help with wide-spread awareness.

Social Distancing Protocols for the Office

Some shared protocols for office personnel:

- Only essential personnel in the office
- Non-essential personnel encouraged to telecommute
- High-risk individuals were told to self-isolate
- Visitors and sales personnel have been asked to not make personal calls to the sites.
- Office workers who must remain on-site are asked to work in shifts to ensure social distancing can be maintained
- Office doors have been locked with signage indicating visitors are not allowed
- Desks and/or workstations have been placed 6' apart, or more
- Common areas such as lobbies and lunch/break rooms are closed off
- Tape is used on the floor to provide guidance on barriers and to instruct others to keep distance to protect staff
- All meetings must take place via teleconferencing or video conference
- Delivery packages are dropped off outside the office and are retrieve only after the delivery driver has vacated the area
- Employees are encouraged to share documents electronically

Sanitizing Protocols for the Office

- All office equipment, including computers, mouse, keyboards, calculators, telephone, etc. must be disinfected and sanitized frequently throughout the day.
- All common areas, such as door knobs, work surfaces, shared office equipment shall be disinfected and sanitized
- No sharing of office supplies such as pens, staplers, etc.
- No sharing of office equipment such as computers, keyboard, calculators, etc.
- Hand sanitizer has been placed throughout offices
- Janitorial services have increased

Social Distancing Protocols for Mine, Plant and Operations Personnel

Employees are encouraged to limit the need for N95 respirator mask use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

When operations or maintenance requires workers to be within a 6' distance of each other, the use of proper PPE is encouraged. Otherwise, the following protocols are followed:

- Pre-shift safety meetings are conducted outside with no more than 10 persons who must be more than 6' apart from each other.
- Attendance can be tracked by supervisor, sign-in sheets are not to be passed around.
- Screening questions and signage at guard gate before entry
- Alternative methods of "clocking in" are being used to eliminate multiple workers being in close proximity and touching the same surface.
- Equipment and tools are not shared. Often times operations get maximum use out of machinery by rotating equipment during breaks and lunches, this practice has ceased unless proper disinfecting has been done
- Only one person at a time per vehicle or inside cab of heavy equipment or machinery.
- Inspection and mobile pre-shift inspection booklets are issued to employees so there is no paperwork sharing.
- Temperatures are taken prior to work shift
- In person training and "ride-alongs" have been suspended
- Supervisors and foreman communicate from their own vehicles via cell phone or two-way radios.
- Employees are prohibited from carpooling
- Workers are not allowed to eat in lunch room. They must eat outside while maintaining social distance, or in their personal vehicles, alone
- Use of behavior-based observation program to reinforce behavior and habit forming practices have been put in place
- Plexiglas (sneeze guards) have been installed at scale house windows
- Scale house operators do not get out to help truckers
- Ticketless systems are being utilized so scale house operators and truckers don't have to come in physical contact
- When a ticketless system isn't available, the scale operator will wear nitrile gloves when handling necessary items from customers i.e., credit cards, cash, pens, clip board etc.
- Cash transactions have been eliminated.
- Employees are prevented from entering areas which are not necessary for the function of their particular job duties (i.e. drivers have been told to stay out of the maintenance shop, out of the office, etc.)
- If a customer is there to pick up products or materials, an employee will load the items in the back of the truck and the customer is asked to stay in their vehicle. After the employee leaves the area, the customer can then exit their vehicle to secure the product in their truck.
- Drivers have been instructed to stay in their truck while in the yard.
- Each employee is asked to carry their own pen/pencil and asked not to share.

- Cross train employees to cover positions during high absenteeism.
- Prohibit chewing tobacco, sunflower seeds, no spitting

Social Distance Protocols for Ready Mixed Concrete Delivery Drivers

Drivers have been instructed to stay in their trucks when on a job site as much as reasonably possible. If they must exit their vehicle on a pour, they have been instructed to following social distance guidelines and maintain a minimum of 6' distance from any other individual.

- Customers are not required to sign the delivery ticket.
- Signage is shown with large enough print to see from a distance of 10' or more explaining the terms of the delivery.
- Some drivers are not to accept payments.
 - Some companies provide envelopes and leave it for the customer to pick up once the driver is in his or her truck. One payment is placed in the envelope and the customer has left the area, the driver will use gloves and receive payment.
 - Credit card payments are made by the customer calling dispatch. One payment has been accepted, dispatch will notify driver.
- Each driver is given enough PPE and disinfecting supplies to last throughout his or her shift.

Mine, Plant, and Operations Sanitizing Protocols

Every employee has been instructed to disinfect and sanitize all equipment and work surfaces at the beginning and end of each shift, as well as throughout the work day. Disinfectant solution and/or wipes and hand sanitizer is distributed throughout the site to reinforce use.

Safety data sheets are maintained on all cleaning supplies which are approved and recommended by the CDC. In come operations, the environmental health and safety employees are to provide approval prior to mixing solutions.

At the beginning and end of each shift, employees are to thoroughly sanitize every surface they come in contact with. Some of those items include:

- Door handles on buildings and vehicles (inside and out)
- All interior surfaces of equipment including steering wheel, arm rest, operating controls, windows, keys, seats.
- All exterior surfaces, handles and latches, stair rails, controls, gate handles
- If equipment has been used by another operator, PPE shall be used while the next operator is sanitizing the equipment.
- Food and other personal items are not allowed in the cab

- The scale operator will be required to frequently clean their office space which will consist of desk, chairs, computer keyboard, wiping down door handles etc.
- Increased janitorial cleaning in high traffic areas and high touch objects (i.e. door handles)

To make sure employees remain safe while outside of an essential work zone, employees are asked to immediately place their clothes in the wash and showering prior to greeting their family members.

Summary

Each site is different and may have its own challenges, but members strive to provide a safe environment for their workers while delivering the essential materials needed to maintain California's infrastructure.