

- 1) Frequent communication to employees about Social Distance and Sanitization.
- 2) Clean surfaces (desks, cabinets, counters, etc.) with sanitizing wipes or sanitizing/disinfecting sprays or liquids
- 3) No hand shaking.
- 4) Avoid touching your mouth, nose, or eyes. Cough or sneeze in your arm or a tissue.
- 5) Move work stations a minimum of 6 feet apart.
- 6) Work from home if possible.
- 7) Sanitization kits available at all plants and facilities.
- 8) Do not share pens for ticket signing, office work, etc.
- 9) Where e-ticketing is available, tablet is not handed to the customer for signing.
- 10) Drivers should drive the same truck.
- 11) Sanitize the cab of equipment and vehicles between uses. We are also providing employees with additional time for them to do this.
- 12) Have drivers return to their home plant and not work multiple plants (limiting cross exposure from plant to plant)
- 13) No congregating in the inside break rooms. Look to create "outside" areas to designate as relaxation/break area.
- 14) Suspend all face to face training sessions/meetings. Conducting training utilizing virtual or on-line platforms.
- 15) During MSHA/OSHA visits, keep distance from inspector. Our employees may follow the inspector in their car or at a significant distance and utilize their phones to communicate with inspectors.
- 16) Eliminate all non-essential visitors from coming to the plants.
- 17) Where delivery is needed, segregate delivery personnel from the plant personnel.
- 18) Implement separate facilities for contractors (segregating toilets, washrooms, cleaning areas, etc.).
- 19) Third party haulers must remain in their vehicles. If not possible, implement additional cleaning and disinfecting protocols.
- 20) Eliminate ride sharing
- 21) T5's communicated via group text or conducted outside using social distancing.
- 22) Management will work with closed office doors.
- 23) Parts requisitions will be made electronically if at all possible.
- 24) If you must handle tickets, money, mail, discharge chutes, or use any other common device use neoprene or medical gloves.
- 25) Signs are being developed and posted. See below.
- 26) Increase ventilation in the work environment.
- 27) Utilize physical barriers/dividers between employees.
- 28) Janitorial services will be asked to provide regular clean disinfectant services
- 29) Key staff members should create rotation schedule
- 30) Encourage employees to take their temperature before reporting to work.
- 31) At customer sales locations, keep the doors locked to minimize person to person contact and have posted phone numbers to call for service.
- 32) Postpone all cash sales until further notice. Credit card sales accepted with instructions to the customer on how do to do that.
- 33) In common areas, eliminate all papers, magazines, candy dishes, pamphlets that multiple people may lay hands on.
- 34) Have employees work in same pods/teams. Isolate from other groups of employees.
- 35) Have shut down procedures in place.

- 36) Screening questionnaires for all incoming new employees, contractors and essential visitors.
- 37) Visitor PPE should be discarded after use until further notice.
- 38) Where tablets are utilized, discontinue community charging stations. Tablets should remain in the truck throughout the day.
- 39) Ticket Tubes used from the batch house to the load point should be cleaned after each use. Also tubs where tickets are collected.
- 40) Do not share tools. All general shop tools must be sanitized immediately before being used.
- 41) Daily calls with COVID-19 Management Team to discuss most up-to-date information. This is changing daily/hourly, and it is important for the whole team to be [aligned](#).

