### Social Distancing
- Have non-essential employees work from home (limit corporate to 30%)
- Modify entry/exit procedures – ensuring employees have limited interaction and go straight to their equipment (can’t come early or stay late)
- Eliminate time clock – have one person key in times from a distance
- Eliminate congregation in lunch rooms; create outdoor areas for breaks
- Ask shared services (i.e. technical services) that if you don’t need to be there, don’t show up to site
- Ask contractors for a signed letter daily verifying that they haven’t been exposed
- Signs on site to prohibit access to any non-essential visitors
- No ride-sharing inside the quarry
- Skeleton crews everywhere possible – and keep crews consistent
- Develop procedures for employees interacting with drivers to avoid contact
- Using self-service loading; if paper tickets, use gloves when handling
- Split plant staff to reduce risk
- No unauthorized visitors – in scale house or anywhere else on property
- Stop all internal travel – no site visits, suspend inspections by regulators where feasible.
- Stagger shift changes to avoid congestion
- Conduct safety meetings by radio
- All training moved to online format
- Develop procedures for verbal confirmations vs signing whenever possible
- Isolate shifts – have each use separate washrooms where possible

### Cleaning/Disinfecting
- Deep cleaning of offices – consider 3rd party specialist if someone’s been ill
- Where possible provide gloves and disinfectant to all employees
- It may be easier to buy cleaning supplies in bulk and share between sites
- Maintain inventory of all cleaning suppliers
- Have operators disinfect equipment during/end of every shift – and properly dispose of cleaning materials
- Each operator to have their own equipment as much as possible
- Common areas (scale houses, lunchrooms, etc.) sanitized three times a day

### Equipment / maintenance
- Ensure an adequate supply of N95 masks, cleaning supplies if possible/collect inventory from all sites.
- Ask employees to use masks only if required to conserve
- Do inventory of parts / in case supply lines stop
- Maintenance – evaluate the need for maintenance – only if required.
- Ensure care and maintenance/shut down procedures are up to date in the event of a mandated shut-down (there may not be very much notice provided)

### Communication / Emergency Response / HR
- Virus response team including HR/Risk Mgt/Senior Leadership Team/Ops/
- Consider Microsoft Teams or other broad communication tool for all employees
- Frequent email/texts with workforce to alleviate concerns
- Ensure employees are aware of Employee Assistance Program if experiencing anxiety due to COVID
- Carefully respect privacy of employees who are ill
- Consider policies for sick leave/child care leave/layoffs before you need them
- Ask workers to self-monitor, consider taking temperature every day at home
- Consider messaging to encourage workers to stay home if in at risk category

*Source: Collected from industry practices of both OSGA and NSSGA members.*