



## COVID-19 Best Practices

With the escalation of COVID-19 to pandemic status, ongoing concerns regarding the spread of the virus, and the rapidly evolving situation, Concrete Ontario is committed to supporting its members and the industry as a resource for information and responsible business practices.

The Government of Canada Public Health Services has recommended social distancing to minimize the transmission of COVID-19 and curb the peak of the outbreak. In response, the government and various private sector organizations have made efforts to slow the spread of the disease by closing schools and canceling large public gatherings.

As we continue to navigate the challenging situation with everyone's safety in mind, please take a moment to review the COVID-19 information resources below.

- [Government of Ontario](#) – updates regarding the number of cases in Ontario, as well as tools and information on how to protect yourself from COVID-19.
- [Public Health Ontario](#) – resources including fact sheets, guidance, and best practices, as well as testing information in Ontario.
- [Centers for Disease Control & Prevention](#) – guidance for businesses and employers, as well as [print materials](#).
- [Job Protection for Workers During COVID-19](#) – recent news regarding Ontario job protection efforts.
- [Government of Canada](#) - employer responsibilities and employee rights information including EI and leave options.

The following action items should be considered:

- **Reviewing your Fit for Duty Policy** – make sure your policy is clear that if employees are not feeling well and/or experiencing any symptoms, they should not come into work.
- **Developing a plan in the event that an employee tests positive for COVID-19** – use the government and CDC resources to ensure best practices are followed and actions are communicated to employees.
- Reminding all employees of the need **to self-isolate for 14 days when returning from international destinations**.
- Providing all employees with updated information and advice on how to best protect themselves, both at work and at home. Minimize close contact and promote good hygiene.
- Assuring your staff that you are following government and authority recommendations and are continuing to monitor the situation for updates.



**In regard to our industry, the Concrete Ontario Safety Committee offers the following:**

### **General Hygiene**

- Keep a safe distance of no less than 1 m (3 ft) and ideally 2 m (6 ft) when interacting with others.
- Avoid touching your eyes, nose and mouth to prevent the spread of germs.
- If coughing, use a tissue or the corner of a sleeve to reduce the risk of spread, immediately wash hands for 20 seconds or use a commercial disinfectant such as Purell.
- Common or shared touch surfaces must be disinfected between uses and whenever first used.
- Wash your hands frequently, before and after eating or before touching your eyes, nose or mouth.
- Report/Call your supervisor if you have any of the following symptoms:
  - Dry Cough
  - Fatigue
  - Fever (temperature above 38°C)
  - Shortness of Breath
- Report to your supervisor if you are returning from international destinations (outside Canada).
- Report to your supervisor if you have high susceptibility to additional complications if infected with Covid-19 (eg. reduced lung function, heart issues)
- Immediately report to your supervisor if you or a family member has been medically identified with Covid-19 and remove yourself from the immediate workplace.

### **Offices and Administration:**

- Consider allowing non-essential administration employees who can work from home to do so.
- For employees who are required to work from an office, Government of Canada social distancing rules apply, including:
  - Maintain a distance of no less than 1 m (3 ft) at all times.
  - Disinfect all workspaces daily and between shifts.
  - Increase spacing between workstations where possible.
  - Relocate employees to spare offices to increase distance when possible.

### **Sales Teams:**

- Sales employees should avoid unnecessary customer site visits.
- Contact with customers should be maintained via phone calls and video conferencing where appropriate.
- Any upcoming planned customer events should be reviewed and rescheduled accordingly in accordance with your company's policies and following the government recommendations regarding social distancing and safe practices protocols.

### **General Concrete Plant Operations:**

- No visitors should be allowed access to the concrete plant without prior approval by management and then, only for essential activities.
- Ensure you wash your hands often with soap and water or sanitizer and sanitize anything you touch.

- Site support employees such as loader operators, mechanics and yard staff should be required to work in specifically identified safe work areas, maintaining a distance of at least 1 m and ideally 2 m with other workers.
- At the beginning and end of each shift sanitize and wipe down or use soap and water to clean the steering wheel of the truck (or loader) you are operating and all switches, knobs, handles (inside and out), keys and mixer remotes, etc.
- Sharing of ready mixed trucks should be discontinued between drivers wherever possible to reduce the potential for cross contamination.
- Between loads and downtime please continue to work on your truck or other trucks in the fleet or yard duties – do this work outside when weather permits – work by yourself when at all possible and keep a safe distance from other workers.
- When you need to work near another employee please make sure that you distance yourself as far as possible away from them and avoid any contact.
- Do not enter the batch office unless absolutely necessary, if you need to go in keep a safe distance from other employees and keep the visit as short as possible.
- If you are having lunch it is suggested that you eat in your truck for best isolation from others – if you need to use the fridge, microwave, etc., please do so and return to your truck or a safe area.
- If you can not eat in your truck and you must eat in a common area, keep a safe distance from other employees.

#### **Batchers:**

- Minimize the number of people that are in the batching office.
- Leave keys for raw material lockout systems outside of the batch office or at a sufficient distance from the batcher.
- Communicate with other employees via radio or cell phone as much as possible.
- If you have electronic ticketing options, consider expanding their use.
- For paper ticketing systems, minimize the contact with the material as much as possible and implement standard safety protocols. Reprint tickets if you feel contamination may have occurred.
- Ensure all other employees maintain a minimum safe working distance from you and utilize all company supplied protective equipment.
- Implement frequent hand washing and the cleaning of high contamination surfaces.
- Make allowance for raw materials delivery tickets to be left outside the batch office in a designated area to mitigate contact with raw material suppliers.

#### **Loader Operators:**

- Stay in the equipment as much as possible to maintain safe working distances from other employees.
- Utilize all company supplied protective equipment.
- Implement frequent hand washing and the cleaning of high contamination surfaces.
- Do not allow others to touch or utilize your equipment.
- Where job tasks require assistance, maintain safe working distances with other employees.

#### **Raw Material Deliveries:**

- Follow standard plant procedures for confirming that the correct materials are being unloaded into the correct storage area.
- Maintain safe distances from all concrete plant personnel.
- Ensure that the only person that touches your delivery equipment is you to minimize cross-contamination potentials.
- Wipe down high contact surfaces both before unloading and after unloading.

#### **Drivers:**

- Utilize the protective equipment your company has provided you.

- While waiting to deliver your load, remain in the cab of the truck to minimize the potential for exposure.
- Minimize your exposure to other employees and contractors as much as possible and maintain safe working distances when around others.
- Do not allow others to directly touch your truck. You should be the only person operating the controls, adding and removing chutes and using the water system.
- If you have electronic ticketing systems, do not allow contractors to “sign” for deliveries. Instead, just note their names on the form once you have received authorization for the load.
- Encourage all customers to accept electronic ticketing wherever possible to minimize the need for the transfer of materials that may be contaminated.
- When contractors must handle the chutes, ensure they wear gloves and remember that these surfaces may now be contaminated, and you must take extra care to clean the surfaces with water before loading the chutes back on the truck.
- Drivers will maintain a safe working distance of no less than 1 m, ideally 2 m, from any site personnel.
- Site personnel are not to assist in the offloading of concrete.
- Pump operators are required to maintain a distance of no less than 1 m, ideally 2 m.
- Drivers should not enter any customer facility unless instructed by a responsible site employee, and then, only if respecting social distancing rules.
- When the contractor requires water for the cleaning of their tools at the end of the day, ask them to lay them out on the ground and wash them directly yourself without touching the tools directly. Note: cleaning this equipment is not your responsibility but assist where possible while following Covid-19 safety requirements in an effort to maintain your company’s customer service standards
- When the testing company requires water for the cleaning of their equipment ask them to lay the equipment down on the ground and wash them directly yourself without touching the equipment. Note: cleaning this equipment is not your responsibility but assist where possible while following Covid-19 safety requirements in an effort to maintain your company’s customer service standards
- At the end of the day conduct a complete cleaning of your truck, removing all garbage and wiping down all high contact surfaces.

**Technical Services Employees:**

- Maintain safe working distances from the driver when obtaining concrete samples.
- Do not touch the concrete truck controls or water hose. The driver is to be the person in control of the truck and potential surface contamination must be avoided.
- If you require water for washing your concrete testing equipment, place the materials on the ground near the truck and ask the driver to wash the equipment without directly touching it.
- Your testing equipment should only be touched by yourself and should not be shared with any other works.
- Please ask all other Jobsite workers to stay a minimum safe distance from you while you are performing your test.
- Verbally request from the driver the appropriate information that you require from the delivery ticket in order to create your own concrete testing log.
- Once you have determined your test results, please communicate these results verbally to the driver and the contractor while maintaining safe working distances.

**Inter-Plant Concrete Shipping:**

- Where possible the equipment and drivers should be based at individual plant locations to minimize the potential for contamination spreading from one location to another. Due to the volume and supply rate requirements of customers, this is not always possible.
- When interplant shipping is required, utilize only the minimum number of drivers required to complete the delivery.
- When loading concrete from a secondary plant that contains a wash rack, consider having a dedicated employee at that concrete plant adjust all loads from external trucks so that the driver doesn’t need to leave the cab of their truck.

Concrete Ontario Health & Safety Committee

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