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.

