

COVID-19 – Collection of Industry Operational Practices

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 3 rd 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 OSSGA and NSSGA members.