



Workplace Controls in protection against the spread of the Coronavirus

CRH

COVID-19 Workplace Checklist

- Hand hygiene (washing hands with soap and water for 20 seconds)
- No handshakes
- No face touching
- No coughing or sneezing

Introduction

There is a lot of information already available from the national health authorities, safety regulator and business associations in many countries, so the purpose of this guidance note is not to cover the basic information around Coronavirus , but to provide practical guidance to operational sites to safeguard the health of all those (employees and contractors) who use our workplaces.

The objective of this guidance note is to assist each individual site in assessing their current control measures against the spread of Covid 19. The document contains some examples and ideas around various control aspects for your site to consider.

Current Resources available from CRH:

- Operational site: Risk Control Checklist (see cover).
- A dedicated Sharepoint site with detailed guidance , poster/warning sign templates , organisational checklists and best practice examples <https://crhemea.sharepoint.com/sites/crh-hse/Covid19/Forms/AllItems.aspx>
- An e-learning module dedicated to control measures around the Coronavirus
- This guidance note around workplace control measures
- CRH Working from Home Safely guidelines

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Section 1: High Level Organisational measures to consider, which would reduce work related risk and ensure business continuity

Headings: More information on each issue on pages 3, 4 and 5

1. Consider the structure of the shifts to minimise physical interaction:
 - Shift Structure
 - Protecting key operational personnel
2. Minimise the number of people visiting your site.
3. Management of meetings / eating areas / work clothes changing areas.
4. Consider restricting access to toilets in the office / weighbridge / reception areas to employees and contractors (except transport contractors) only.
5. Some new behaviours required by employees & contractors.
6. Consider how employees and contractors are travelling to the plant to work.
7. Consider restricting the use of elevators as a temporary measure.

Detail

1. Consider the structure of the shifts to minimise physical interaction:
 - Shift structure
 - Some plants have moved from 2 x 8 hour shifts to one 12 hour shift on a week on and week off basis . So initially there was 2 x 8 hour shifts (Teams A and B) , the plant changed to Team A doing a 12 hour shift for one week (with Team B off) and then reversed for the following week . This approach minimise the number of people on site.
 - Protecting key operational personnel.
 - Some plants are ensuring that key operational personnel e.g. the kiln and mill operators are kept as far apart as possible to minimise any contact between critical personnel.
 - Have replacements within the site or the company being identified to replace such critical staff (also applies to batch operators in RMC operations). Are they working away from those that they may need to replace?
 - Is there any additional cross-training required to have such replacements for critical roles trained and ready?
 - Consider restricting the number of the people in key areas such as control rooms to 3 persons at any one time.
 - Consider hiring one or two additional site jeeps to remove the need for one more than one person to be in a site vehicle when moving around the site or travelling to the quarry.
 - Some plants are increasing the use of plant radios to allow normal communication but restrict person-to person physical proximity (Note: a clear procedure for the cleaning of radios before and after use would need to be in place).

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- Key personnel should keep their laptop with them (or have an external backup off-site) in the event of a situation where they may not be able to return to the plant.
 - Greater use of site radios and/or mobile phones to reduce the need for physical conversations.
 - Replace handover meetings: One plant have the shift finishing write on key information on a large white board (and a discussion then takes place via conference call).
 - Consider cross-training personnel to perform essential functions so the plant can still operate even if key staff are absent .
 - Could personnel from head office / central functions with previous operational experience (who are currently working from home and may temporarily have reduced workloads) be suitable to fill a position vacated due to the Coronavirus / Self Isolation.
2. Minimise the number of people visiting your site. Instruct all those working at the plant that no third party (sales person or general visitor) should be brought onto the site unless absolutely necessary. **Contractors are a feature of our operations and all COVID 19 requirements apply to them also.**
 3. Consider managing meetings / eating areas / work clothes changing areas in a different way - see Page 8.
 4. Consider restricting access to toilets in the office / weighbridge / reception areas to employees and contractors (except transport contractors) only. This will stop the practice of contract drivers using such facilities and minimise the level of risk. While this will be inconvenient to drivers, it will reduce risk and it is a measure which should be considered.
 5. A new behaviour will be required in that staff will have to be instructed that when they are removing personal protective equipment, to first remove their work gloves (if they normally wear work-gloves as part of their work - there is no requirement for workers to use medical gloves), then clean your hands with soap and water or alcohol-based hand sanitizer.
 6. Consider how employees and contractors are getting to the plant to begin their shift - Consider.
 - Asking employees not to travel to work with other colleagues in their private vehicles.
 - Assessing the number of employees who travel to work by public transport.
 - Would the use a private bus (with a cleaning policy between journeys) as a short term measure be something to consider?
 - If buses are used to bring employees to work e.g in some cement operations, then increase the number of bus journey and reduce the numbers of each trip. Cleaning between journeys would also need to be addressed for this arrangement.
 7. Consider restricting the use of elevators as a temporary measure - where this is not practical e.g. in a PHT, then a rule of one person only at a time should be considered .



Section 2: Entrance to the Site / Plant

The area of the operation where employees and third parties (contractor or visitors) enter the operation should be equipped with the following:

- Warning Signs around the Coronavirus (templates available on the Safety Sharepoint)
 - Social Distancing Measures
 - General Hygiene Reminders (Hand cleaning, cough & sneeze protocols)
 - Please report any symptoms you may have

- The use of “ Sign in” or “Visitor” books should be restricted to the person coming on site calling out their details to the reception personnel who should be , where practicable behind a glass barrier or separated from the visitor by a clearly 2 metre marker. The details required from each visitor (in addition to usual data)
 - Do have you symptoms at the moment in terms of fever (even if mild) or high temperature?
 - Have you (the visitor) travelled outside the country in the last 14 days?

- Packages delivered by courier should be kept to an absolute minimum and only opened in a safe area with the person opening the package using disposable gloves.

- Hand Sanitiser should be available as people enter the reception / office area.

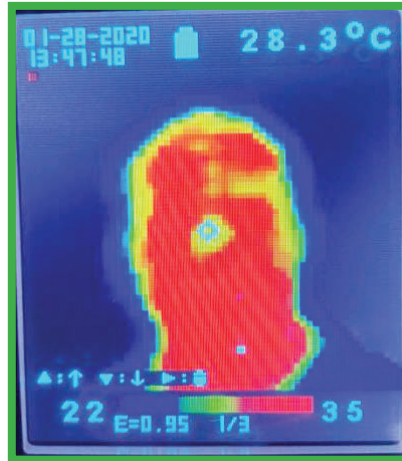
- Restrict access to toilets in the office / weighbridge area to employees and site contractors only (perhaps restricting contract hauliers/drivers from using such facilities). This will minimise the practice of visitors using such facilities and minimise the level of risk. While this will be inconvenient to visitors and contract drivers, it is a measure which should be considered.

- Ensure that toilets for employee and site contractor use are provided with paper towels or tissues and that there is a no-touch disposal receptacle.

- Eliminate the sharing of pens, pencils, calculators and provide each office staff member with their own equipment.

- Are there ways to improve the ventilation within the work area by
 - Opening additional windows, doors, roof lights?
 - **Note:** keeping doors open not only improves ventilation, it also removes the need to constantly clean door handles which are being used on a constant basis.
 - Temperature monitoring: this is a good high visibility measure. There are issues around accuracy and privacy which need to be taken into account.

Examples of Non-Contact Temperature Measurement



Sensitive IR Cameras can detect high fever

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Protect yourself from Covid-19

- ✓ Wash your hands regularly
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- ✓ Put used tissues into a bin and wash your hands
- ✓ Clean and disinfect frequently touched objects and surfaces
- ✓ Follow the travel advice from the Department of Foreign Affairs

DON'T

✗ Do not touch your eyes nose or mouth if your hands are not clean


Coronavirus (COVID-19)

Coronavirus 

Wash your hands frequently

Use a tissue for coughs


Avoid touching your eyes, nose and mouth with unwashed hands

Coronavirus 

was regelmatig je handen

gebruik een papieren zakdoekje bij hoesten

vermijd aanraking van je ogen, neus en mond met ongewassen handen

Coronavirus 

lavez-vous les mains fréquemment

utilisez un mouchoir jetable pour tousser

évitez de vous toucher les yeux, le nez et la bouche avec des mains non lavées

Section 3: Meetings, Changing Areas (to/from work clothes) and Eating Facilities for Plant Staff and Contractors

Some issues to consider.

Meetings

- Should be restricted to a minimum use of Microsoft Teams, Skype, Conference Calls etc.
- Remove a number of chairs from meeting rooms to ensure social distancing requirements are met - important for pre-shift meetings in larger plants.

Changing Facilities

- Could you require personnel to arrive to work in their work clothes to minimise unnecessary contact at the start of the shift?
- Could you make another area or areas available so that the number of people using changing facilities at any one time is kept to a minimum?
- Consider asking people to take a shower at home instead of at the plant as a temporary measure.
- Is hand sanitiser available at the entrance to and exit from each changing area.
- Are there ways to improve the ventilation within the work area by
 - Opening additional windows, doors, roof lights?
 - **Note:** keeping doors open not only improves ventilation, it also removes the need to constantly clean door handles which are being used on a constant basis.
- Ensure that toilets are provided with paper towels or tissues and that there is a no-touch disposal receptacle.

Canteen / Eating Areas

- Consider closing down the canteen area and allow people to use the increased number of changing facilities (with less people) to eat. OR
- Consider providing meals in individual disposable boxes - this removes the need for plates (and cleaning of plates).
- Could you move work-break times apart for smaller groups , for example – on a 12 person shift could you consider
 - 10.00 - 10.20 : 4 persons – 2 metres apart – 1 person per table
 - 10.00 - 10.25 : Cleaning time
 - 10.25 - 10.45 : 4 persons – 2 metres apart – 1 person per table
 - 10.45 - 10.50 : Cleaning time
 - 10.50 - 11.10 : 4 persons – 2 metres apart – 1 person per table

It is accepted that this is inconvenient, but it will assist in minimising exposure and allow the operation to continue to operate.

- Could breaks (in smaller groups) be taken outside in the open air (weather is starting to get warmer).
- Consider shutting down coffee areas/machines or limiting the number of people present at the machine to one.
- Eliminate the sharing of pens, pencils, calculators and provide each office staff member with their own equipment.

- Ensure all hand washing stations have paper towels or tissues available and that there is a no-touch disposal receptacle.
- Cups, plates, bowls etc. and cutlery in shared areas should be cleaned with warm water and detergent and dried thoroughly.
- Ensure foods such as crisps and chocolate are not left open for communal sharing unless individually wrapped.
- Are there ways to improve the ventilation within the work area by
 - Opening additional windows, doors, roof lights?
 - **Note:** keeping doors open not only improves ventilation, it also removes the need to constantly clean door handles which are being used on a constant basis.



Coronavirus (COVID-19)

Keeping the Workplace Safe

Practice Good Hygiene



- Stop handshaking.
- Clean hands at the door and schedule regular hand washing reminders by email.
- Create habits and reminders to encourage people to avoid touching their faces and cover their coughs and sneezes.
- Disinfect surfaces like doorknobs, tables, desks and handrails regularly.
- Where possible increase ventilation by opening windows or adjusting air conditioning.

Handle Food Carefully



- Ensure Cafeteria Staff and their close contacts practice strict hygiene.
- Crockery and Cutlery in shared kitchen areas should be cleaned with warm water and detergent and dried thoroughly.
- Ensure food such as crisps and sandwiches are not left open for communal sharing unless individually wrapped.
- Consider having smaller groups than usual eating in the canteen by slightly staggering break times.
- Consider having distances between eating tables, as an example consider a 2 metre gap between tables.

“Let’s all work together”



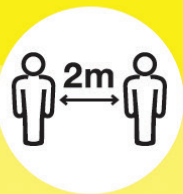
No-Touch Disposal Receptacles



Section 4: Precautions in and around the Production Area

Some issues to consider.

- Training and instruction : Consider having a comprehensive toolbox talk (in small groups applying social distancing and including contractors) covering all key issues around the Coronavirus
 - CRH have developed a short e-learning course which employees could also be asked to complete in their own home)
 - Cover the issue of persons with underlying medical conditions
 - Are their employees or contractors who may have an underlying condition such as diabetes , asthma or heart issues working at the plant?
 - While in some countries such information may be confidential , it should be a discussion point at each plant . Perhaps a general notice to all staff asking those with any of these conditions to contact the plant manager by phone in complete confidence.
- Increase the cleaning program for the plant
 - Agree with the cleaning contractor the key areas to be covered
 - Door handles / Holding Rails on stairs
 - Lift/Elevators control panels
 - Toilets
 - Workstations /Tables / Desks
- Ensure that toilets are provided with paper towels or tissues and that there is a no-touch disposal receptacle.
- Specialist PPE (for PHT work, for work in the Ammonia area, or safety harnesses) must not be shared.
- Ensure hand sanitiser should be available throughout the plant?



Social Distancing

Keep at least 1 metre (3 feet)
ideally at least **2 metres** (6 feet) from one another

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- Consider the provision of disposable wipes and/or disinfectant so that commonly used surfaces in the workplace such as
 - Remote Controls
 - KeyboardsCan be wiped down by employees before and after use.
- Consider asking supervisors to regularly remind people to wash their hands.

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- Instruct staff that when they are removing personal protective equipment, first remove gloves , then clean your hands with soap and water or alcohol-based hand sanitizer.
- Are there ways to improve the ventilation within the work area by opening additional windows, doors, roof lights?



- Ensure that toilets are provided with paper towels or tissues and that there is a marked utensil for disposing of these.
- Have a formal briefing with all employees and contractor around social distancing.
- Eliminate the sharing of pens, pencils, calculators and provide each office staff member with their own equipment.
- Consider the wide spread use of signage (and keep those signs clean and replace as required).
- The use of helmet sticker to remind people not to greet people with a handshake.



Air purifiers which produce purified air with an antiseptic component which can help to keep surfaces free of bacteria and viruses.

COVID-19 Workplace Controls in protection against the spread of the Coronavirus

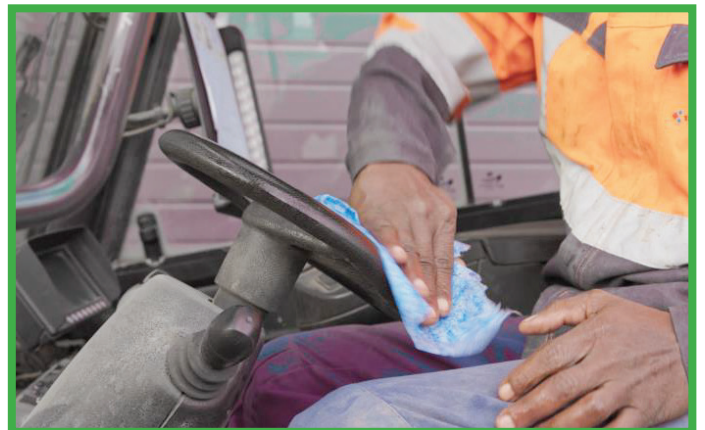


Section 5: Transport and Loading

- Social distancing protocols should apply at all times.
- Truck Drivers and drivers of work vehicles should not leave their cab unless absolutely necessary.
- Where trucks or work vehicles such as forklifts are being used for different shifts – each driver must receive instructions and materials to clean the cab with disinfectant.
- Minimise the need for paperwork to be exchanged or touch pads to be used.



- Drivers should be issued with a basic set of hygiene and social distancing instructions - see CRH Sharepoint for examples.
- Restrict access to toilets in the office / weighbridge area to employees only. This will stop the practice of contract drivers using such facilities and minimise the level of risk. While this will be inconvenient to drivers, it is a measure which should be considered.





Social Distancing

Keep at least 1 metre (3 feet)
ideally at least **2 metres** (6 feet) from one another



Section 6: Actions to take if someone who may have COVID-19 becomes unwell whilst on site at your organisation

In preparation, make sure that all staff and individuals in your workplace / organisation, are aware of the need to inform their supervisors or other responsible person if they feel unwell.

- If they have mild symptoms they should go home as soon as they notice symptoms and self-isolate.
- Where possible they should minimise contact with others i.e. use their private vehicle to go home.
- If there is a delay in arranging transport, find a room or area where they can be isolated behind a closed door, such as a staff office or meeting room.
- If it is possible to open a window, do so for ventilation.
- The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin.
- If no bin is available, put the tissue in a bag or pocket for disposing in a bin later.
- If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

Section 7: Decontamination (cleaning and disinfection) after a possible case has left a workplace

Cleaning and Disinfection

- Once a possible case has left the premises, the immediate area occupied by the individual e.g. desk space, should be cleaned with detergent and disinfectant.
- This should include any potentially contaminated high contact areas such as door handles, telephones, grab-rails.
- Once this process has been completed, the area can be put back into use. Any public areas where a symptomatic individual has only passed through (spent minimal time in) e.g. corridors, not visibly contaminated with any body fluids do not need to be further decontaminated beyond routine cleaning processes.
- Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria.
- Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.
- All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.
- In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the PPE within the kit or PPE provided by the employer and follow the instructions provided with the spill-kit.
- If no spill-kit is available, place paper towels over the spill, and seek further advice from the local government Health Protection Service.

Section 7: Decontamination (cleaning and disinfection) after a possible case has left a workplace

Personal Protective Equipment (PPE)

- If a risk assessment of the setting indicates that a higher level of contamination may be present or there is visible contamination with body fluids, then the need for additional PPE such as an apron and gloves should be considered.
- Ensure that all waste items that have been in contact with the individual (eg; used tissues and disposable cleaning cloths) are disposed of securely within disposable bags.
- When full, the plastic bag should then be placed in a second bin bag and tied.
- These bags should be marked and stored for 72 hours before being put out for collection.
- Dirty laundry that has been in contact with an unwell person where possible, should be laundered separately.
- Do not shake dirty laundry , this minimises the possibility of dispersing virus through the air.

