**Examples of main preventive actions at cement production & distribution facilities & RMC plants to address the spread of COVID-19 and return to safe and healthy workplace after confinement period**

*Those examples of main preventive actions must be adapted to National recommendations or obligations related to Covid-19 state of play country by country, taking into consideration legal compliance, OSH management of risk and human behaviour, with the aim of a safe and healthy environment when resuming activities to workplace.*

**Preventive Measures**

* Revise risk assessment system of the workplace including new risks related to COVID-19
* Minimise, Reduce, Control exposure to COVID-19 at work
* Develop a continuity business plan with high priorities on hygiene, cleaning and physical distance rules for direct and indirect workers.
* Draw up or update crisis contingency plans for shutdown and start-up events in the future. Make a checklist that will help prepare in the future.
* Carry out only essential work for the time being; it may be necessary to postpone some work to periods when the risk is lower. Ensure that only workers who are essential to the job are present at the workplace.
* Enterprises that have used teleworking for the first time may consider adopting it as a modern, long-term working practice. The experience gained during the COVID-19 pandemic may feed into developing a teleworking policy and procedures or revising existing ones.
* Communication by email and phone to the all employees and contractors with basic hygiene and contagion prevention guidelines including instruction to stay home and call the doctor in case of symptoms.
* Posters placed at the entrance of working places to encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.
* Eliminate or limit as much as possible physical interaction. Avoid as much as possible participation to conventions or other large meetings and events. Work by video conference and teleconference when possible. Introduce flexible hours and staggered work shift.
* Install dispensers with sanitizers in the corridors, CCR, canteen, offices etc.
* Required physical distance of minimum 1.5 meters (depending on countries this can be 2 to 3 meters)
* Develop specific control measures for specific tasks. E.g. when two or more persons work closely together during maintenance and cannot respect minimum distance, they must wear all the recommended PPE (masks, gloves etc.)
* Under the Pyramidal hierarchy control you might mitigate contact with disposable masks and gloves.
* You can improvise barriers without creating new risk, such as from tripping or falling objects.
* Routine daily environmental cleaning with disinfectant on all frequently touched surfaces in the offices.
* Inform workers about the changes and provide them with new procedures and training, if necessary and feasible, before they resume work.
* The participation of workers in OSH management is a key to success and a legal obligation. This applies also to measures undertaken at workplaces in relation to COVID-19; a time when events develop quickly, with a high level of uncertainty and anxiety among workers and the population at large.
* Workers who present symptoms (e.g. fever, persistent cough or breathing difficulties) stay at home, notify immediately their supervisor and contact their doctor. Workers who have been in contact with contaminated colleagues or members of their family/surrounding should notify immediately their supervisor and stay in quarantine.
* Pay special attention to workers who are at high risk and be prepared to protect the most vulnerable, including older people and those with [chronic conditions](https://www.ecdc.europa.eu/en/publications-data/leaflet-information-covid-19-people-chronic-diseases) (including hypertension, lung or heart problems, diabetes, or who are [undergoing cancer treatment or some other immunosuppression](https://www.ecdc.europa.eu/en/publications-data/leaflet-information-covid-19-people-immunocompromising-condition)) and [pregnant workers](https://www.ecdc.europa.eu/en/publications-data/leaflet-information-covid-19-pregnant-women).
* Depending on the infection rates in your local area and the protocols in effect, many of your workers may be absent because of COVID-19. If a worker is in isolation at home as a precaution, they may be able to continue their work remotely, or if this is not the case, the worker will not be able to work for a period.
* Consider putting in place support for workers who may be going through a difficult time due to anxiety or stress. It is important to understand their concerns, provide information about the measures taken and the support available to them.
* Persons who have become seriously ill may require special consideration even after being certified as fit for work. Be aware of the risk that workers who have been ill with COVID-19 may suffer stigma and discrimination.

**Transportation to/from the work site**

* Distribute personnel in more buses; maintain fixed teams (no change from one team to another) & keep clear records on who travels in which bus to reduce impact on the operation in case of quarantine of the whole team.
* Follow the WHO rule and National recommendations “i.e.1/1,5/2/3 meter from passenger to passenger”, sit the personnel on transporting vehicles respecting this rule. Increase the number of trips if necessary. Make use of masks obligatory if distancing and strong ventilation are not possible.
* Buses and minibuses to be disinfected on a daily basis.
* Facilitate workers’ use of individual rather than collective transport, for example by making available car parking or a place for storing bicycles securely, and encouraging workers to walk to work, if possible. Each individual transport has to be also cleaned frequently.

**Administrative measures**

* Crisis team established CEO, Plant Director, HR director, HS manager, HS officer (information in addition is send to RMC director) daily meeting of team through webex - obligation of Plant director and CEO not to be at the same time in the same place.
* Sick employees encouraged to stay home (including contractors); HR will not require medical certificates as it might be complicated if hospitals are overloaded.
* All employees in the critical &/or vulnerable categories (age, diabetics, oncology and cardiovascular patients) are allowed to stay away from work.
* Adequate number of laptops rented and loaded with the required software to allow the employees to work from home. Rotations will be established in the offices for the positions required to work on site.
* Perform regular disinfection in office areas of plants.
* Do not share office and personal equipment with colleagues without having cleaned them.
* Do not share food or drinks.
* Distribute pre-packed lunches only.
* Define eating areas for plant personnel. Maintain tight housekeeping, disinfect after each use and dispose garbage daily.
* Encourage employees to have lunch in their offices
* Restrict business trips.
* Postpone educational and promotional visits to all sites.

**Entrance to the plant, dispatch & drivers issues**

* Alcohol testing at the gate is stopped. Alcohol tests are performed by the shift leader when there is a suspicious person.
* Install a portable quarantine container next to the main gate.
* Restrict as much as possible access to the company premises by third parties. Truck drivers to remain inside the cabin during unloading/loading to avoid close contact with employees. Same for customers. Advise drivers on good hygiene in the cab and provide them with sanitation gel and wipes to wipe out in and out (e.g. handles) the cab.
* Remove or disable entry systems that require skin contact e.g. fingerprint scanners
* Employees at ticketing office counter to be physically separated by the drivers by a glass window.
* Security guards at main gate of the plant who are in contact with drivers to use sanitary masks and gloves.
* Body temperature controls for all personnel employees and contractors at entrance of the plant and HO with contactless thermometers (if reliable ones are available).
* Begin and end each driver’ shift by cleaning the vehicle cabin with disinfectant. Clean and disinfect the steering wheel, frequently used levers, buttons and radio controls, seats, handles and in general anything usually touched by hands.
* When cleaning the cabin, it is advisable to let it ventilate (10 minutes).
* Use gloves to protect hands when exposed to ladders and guardrails.
* When driving, keep windows half open for ventilation.
* Do not operate or board vehicle or equipment that has not been specifically assigned to you. When possible, equipment should be assigned to one person and cleaning schedules implemented between operators and as needed.

**In the plant**

* Reduce & re-distribute the number of employees in Production, Maintenance and Quality departments to maintain the necessary production & maintenance functions.
* All non-urgent external contractors´ activities to be postponed.
* Review critical stocks for continuation of operations & order additional supplies if necessary (e.g. PPE, paper bags, slings, big bags, pallets, CO2, heavy fuel oil, grinding aid, critical spare parts etc.). Also, check raw materials & solid fuel.
* Perform risk evaluation before ordering alternative raw materials & fuels.
* Provide, if necessary, temporary sleeping facilities for critical shift personnel & contractors to avoid travel restrictions.
* Limit access to the CCR and other critical locations.
* Daily H&S inspection in regards of hygiene.
* Give vitamin C supplement to personnel (to increase immunity)
* At shift change, disinfect keys, phones, radios, shared tools and other items that have been assigned for shift work.
* Increase hygiene at the buildings (treat with alcohol or disinfectant the mostly touched surfaces.
* Inspect hygiene conditions at contractors (access to water, soap & hand paper, eating rooms, cleaning frequency & methods, transporting vehicles)
* Review & revise policy of distribution of dust masks & work gloves for as long as shortage exists.
* Keep tight consumption control of PPEs (respiratory mask, coverall, safety glasses). Distribution by H&S department instead of warehouse to control stocks.
* Morning meetings to be held remotely
* Cancel or perform remotely all events that involve the presence of a number of people (training, meetings, presentations etc.).
* Equip the ambulance with two anti-bacterial coveralls & chirurgical gloves, just in case.
* Share guidance to shift leaders on how to react in case on any suspicious corona virus case appears during the shift.
* New Infirmary visit rules posted on the door:
* Reduce visits
* Define as restricted area
* Keep the door locked
* Wash and disinfect hands before entering
* PPE to be used by visitor and doctor (masks, gloves & glasses)
* Increase the frequency of disinfection and cleaning of infirmary – minimum twice per day and after visit by someone with potential symptoms
* In case of lack of disinfectants, the plant chemical laboratory will produce hand disinfectant in compliance with World health organization recipe.
* Never share personal protective equipment (PPE); pens or other writing instruments or mobile devices must be previously disinfected.
* Where elevators or man lifts must be used, lower their capacity to reduce congestion and maintain social distance at all times
* Regularly clean touchpoints, doors, buttons etc.
* Increase ventilation in closed spaces
* Communicate via 2 ways radio and disinfect the radio before and after use.

**Changing rooms, toilets etc.**

* Restrict the number of persons using toilet facilities at any one time e.g. use a welfare attendant.
* Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
* Introduce enhanced cleaning of change rooms throughout the day and at the end of each day.
* Consider increasing the number or size of welfare facilities available on site if possible.
* Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two meters
* Provide suitable and sufficient garbage bins in these areas with regular removal and disposal.
* Manage sanitary waste.

**Managing workers working from home**

As part of the physical distancing measures taken in most countries, workers are encouraged or obliged to work from home if the nature of their job allows it.

* Allow workers to take equipment that they use at work home on a temporary basis.
* Provide teleworkers with guidance on setting up a workstation at home that applies good ergonomics as far as possible.
* Encourage workers to take regular breaks to stand up, move and stretch.
* Give teleworkers support in the use of IT equipment and software.
* Ensure that there is good communication at all levels that includes those working from home.
* Do not underestimate the risk of workers feeling isolated and under pressure. Effective communication and support to maintain formal and informal contact with colleagues is important.
* Be aware that your employee may have a partner, who is also teleworking, or children who may need care as they are not at school, or who need to connect remotely to continue their schoolwork. Others may need to care for elderly or chronically ill people and those that are in confinement. Keep a certain flexibility and empathy towards colleagues and workers in general.

**Stay well informed**

*See below general information and sources*

**OTHER GENERAL INFORMATION AND SOURCES**

**WHO Guidance for health workers**

* <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
* <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/health-workers>

**ILO Global impact and policy recommendations**

* <https://www.ilo.org/global/topics/coronavirus/impacts-and-responses/lang--en/index.htm>

**ECDC – European Centre for Disease Prevention and Control**

* <https://www.ecdc.europa.eu/en> (Dashboard, Infographics, Rapid Risk Assessment Reports, Guidance)

**IOSH weekly Covid-19 free webinars**

* <https://iosh.com/coronavirus/webinar>

**IOSH Remote workers Guidance**

* <https://iosh.com/coronavirus/outbreak/remote-workers/>

**IOSH Returning Safely Guidance**

* <https://iosh.com/coronavirus/returning-safely/> - <https://iosh.com/media/7814/adapting-your-org-after-covid.pdf>

**ISHCCO targeted recommendations to protect construction workers from COVID-19**

* <https://www.ishcco.org/covid-19/>

**EU-OSHA – OSH wiki COVID-19: guidance for the workplace**

* <https://oshwiki.eu/wiki/COVID-19:_guidance_for_the_workplace>

**EU-OSHA – Practical tools and guidance on musculoskeletal disorders**

* <https://osha.europa.eu/en/themes/musculoskeletal-disorders/practical-tools-musculoskeletal-disorders>

**EUROFOUND Survey results and data collection on ‘Living, working and COVID-19’**

* <https://www.eurofound.europa.eu/topic/covid-19>

**European Parliament News**

* [Covid-19 Newsletter 1](https://www.europarl.europa.eu/cmsdata/209801/COVID-19%20Newsletter%201.pdf) - [Covid-19 Newsletter 2: Exit strategy](https://www.europarl.europa.eu/cmsdata/209833/COVID-19%20Newsletter%2008%2007%202020.pdf)

**British Construction Leadership Council – Site Operating procedures can be found here (3rd version- 14/04/2020)**

* <http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf>

**Cement Association of Canada (CAC) Covid-19 Safety Guide**

* <https://www.cement.ca/covid-19-best-practice-safety-guidelines/>

**Cement, Concrete and Aggregates Association of Australia**

* Guideline: [Newsletter](https://view.publitas.com/ccaa/ccaa_covid19_riskmanagementprotocols_newsletter_25032020/page/1) & [Video](https://www.youtube.com/watch?v=PRbF0QZjY6U)

**New CEN Workshop Agreement on community face coverings –**

The new [**CWA 17553:2020 ‘Community face coverings - Guide to minimum requirements, methods of testing and use’**](ftp://ftp.cencenelec.eu/EN/ResearchInnovation/CWA/CWA17553_2020.pdf) provides the minimum requirements for the design, production and performance assessment of community face coverings (barrier masks) intended for consumers, single or reusable. It is available for free download from the CEN and CENELEC website and from the websites of [CEN national members.](https://standards.cen.eu/dyn/www/f?p=CENWEB:5#top)

**National Examples for the Construction Sector –**

**AUVA COVID-19 protective measures on construction sites and WKO (Austria)**

* <https://www.auva.at/cdscontent/?contentid=10007.858247&portal=auvaportal>
* <https://www.wko.at/branchen/gewerbe-handwerk/bau/coronavirus-bauwirtschaft.html>

**Belgium**

* <https://internationalview.org/2020/05/02/corona-gids-guide-leitfaden-documentation/>

**Ministerodelle Infrastrutture e dei Trasporti (Italy)**

* <http://www.mit.gov.it/comunicazione/news/coronavirus/coronavirus-da-mit-linee-guida-sulla-sicurezza-nei-cantieri-edili>

**BFA-BA (Denmark)**

* <https://www.bfa-ba.dk/>

**French Government Guide for the construction sector and OPPBTP (France)**

* <https://travail-emploi.gouv.fr/IMG/pdf/covid19-conseilsbtp.pdf>
* <https://www.preventionbtp.fr/Documentation/Explorer-par-produit/Information/Ouvrages/Guide-de-preconisations-de-securite-sanitaire-pour-la-continuite-des-activites-de-la-construction-Covid-19>

**BG BAU and BGHM provides information (Germany)**

* <https://www.bgbau.de/mitteilung/engpaesse-atemschutzmasken/>
* <https://www.bghm.de/coronavirus/handlungshilfen/>

**UK –** [HSE guidance on room disinfection during the Covid-19 outbreak](https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=disinfecting-premises-1&utm_content=digest-22-jul-20)

**Mental Health for confined and non-confined workers**

* **Mental Health Europe**

<https://www.mhe-sme.org/>

* **WHO Mental health and psychosocial considerations during the COVID-19 outbreak**

<https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>

* **Mate in Mind (UK)**

<https://www.matesinmind.org/news/covid19-mentalhealth.html>

* **NHS (UK) mind plan**

<https://www.nhs.uk/oneyou/every-mind-matters/your-mind-plan-quiz/>

* **MPA guides for**[**Managers**](https://www.safequarry.com/documents/MPA%20Covid%20Mental%20Health%20and%20Wellbeing%20Managers%20V4%2008.10.20.pdf)**and**[**Employees**](https://www.safequarry.com/documents/MPA%20Covid%20Mental%20Health%20and%20Wellbeing%20Employees%20V4%2001.10.20.pdf)**on Mental Health and Wellbeing issues**

<https://bit.ly/3lVTYhQ> & <https://bit.ly/39LtPzX>

* **Be upstanding**

http://beupstanding.blog/2020/08/new-video-resources-available-on-creating-healthy-and-safe-computer-work/

* **Be aware of infodemic**

<https://www.consilium.europa.eu/en/policies/covid-19-coronavirus-outbreak/official-sources-of-updated-information/>

**CEMBUREAU Members sharing**

AITEC Protocol Guide on Returning to work

* [18275 - AITEC Guide on COVID 19 (Italian)](http://extranet.cembureau.eu/documentCustom/18275/1D%C2%B51K%C2%B51E%C2%B51J%C2%B51H%C2%B5)

MPA “Safer by sharing” – Safequarry.com Covid-19 pages & Guides

* <https://www.safequarry.com/Search.aspx?Search=covid>

[TCMA – Health & Safety Covid-19](http://extranet.cembureau.eu/Cembureau/documents/18274%20TCMA%20Health%20Safety%20COVID18274.pdf)  good practices

* [18274 - TCMA – Health & Safety – COVID 19](http://extranet.cembureau.eu/Cembureau/documents/18274%20TCMA%20Health%20Safety%20COVID18274.pdf)