



## COVID-19 Pandemic Protocol

### Symptoms:

The Centers for Disease Control and Prevention identified these as possible symptoms of COVID-19:

- Fever of 100.4 or higher.
- Shortness of breath.
- Repeated shaking with chills.
- Headache.
- New loss of taste or smell.
- \* Cough.
- \* Chills.
- \* Muscle pain.
- \* Sore throat.

### Prevention:

#### Safe Business Practices for all Company Employees:

1. Social Distance Requirements
  - a. Maintaining social distancing of at least six (6) feet between people;
  - b. Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer;
  - c. Covering coughs or sneezes with a tissue or into sleeve or elbow, not hand(s);
  - d. Regularly cleaning high-touch surfaces;
  - e. Not shaking hands;
  - f. Avoid contact with people who are or appear sick.
  - g. Wear cloth face masks over their noses and mouths to prevent the spreading the virus to others.
  - h. Following all other public health recommendations issued by DHS and the U.S. Centers for Disease Control, state and local units of government.
2. Restrict the number of workers on premises
  - a. Limit numbers in breakrooms – follow social distancing requirements. Please eat and drink in your truck to minimize risk of exposure.
  - b. Limit visitors to only necessity.
3. Increase standards of facility cleaning and disinfection
  - a. Clean and disinfect high-touch surfaces, such as bathrooms, common areas etc., focusing on tables, hardbacked chairs, doorknobs, light switches, handles, toilets, sinks.
  - b. Wear disposable gloves when cleaning and disinfecting surfaces, throw away after each cleaning/disinfection.
  - c. Clean hands immediately after gloves are removed and thrown away.
4. If you are sick, stay home and contact Human Resources immediately.
  - a. See attached and posted flow-charts for more information!
  - b. Employees are encouraged to report any safety and health concerns.

**Safe Business Practices for Drivers:**

- Stay in your truck as much as possible.
- Job-Site Tickets: Minimize contact as much as possible, practice social distancing. Sign tickets yourself and leave at the pump and/or permit box. Do not share pens or other writing tools.
- Utilize gloves at all time when handling chutes, and/or any other tool or equipment someone may have used, and also any WISDOT paperwork and/or jobsite documentation.
- Stay within 5 feet of truck if possible at job sites.
- Do not allow customers to touch extension chutes if possible or truck water hose.
- Do not share PPE, Tools, Food, or other items that could risk exposure.
- Do not operate equipment that is not assigned to you without properly sanitizing.
- Sanitize your tablet/keys at the end of every shift and if anyone touches your things during the day.

**Safe Business Practices for QC, Sales, Office Staff:**

- Conduct meetings in open air or well-ventilated spaces
- Limit meetings/discussions to less than 8 people
- Use conference calls as much as possible to limit face to face meetings
- Maintain a minimum of 6 ft. between employees. (Social Distancing Protocols)
- Require visitors showing signs or symptoms of COVID-19 to leave the office / jobsite and return home.

**Safe Business Practices for Maintenance Teams:**

- Disinfect dash and cabs of all equipment prior to and after performing work.
- Do not share tools. All general shop tools must be sanitized immediately before being used.
- Wear PPE and gloves as much as possible. If gloves not an option, sanitize area before work commences.
- Keep shop doors open and well ventilated.

I, \_\_\_\_\_, have received the Company COVID-19 Pandemic Protocol and the Guidance for Ready Mixed Concrete Companies During the COVID-19 Pandemic. I understand the importance of adhering to the protocol and doing my part to ensure the health and safety of Company employees. Failure to follow this protocol may result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date