



OSSGA **FORWARD FACING COVID-19 PROTOCOLS**

With the Government of Ontario now beginning to reopen businesses and the economy, it is vital for all members to have protocols in place to respond effectively and immediately to on-going COVID related issues vs. those that were put in place at the beginning of the pandemic. OSSGA has prepared the following guideline to help members think through the various components of their preparedness plans.

1. Review existing Emergency Preparedness and Response Plan. If you do not have one, develop plan that can guide against COVID-19 and other infectious diseases.

2. Perform a risk assessment of how COVID-19 may impact your ongoing operations. What are your worker's risk factors? How might your workers be exposed? What happens if someone arrives at your site (or your office) and is ill? What do you do if an employee becomes sick on the job? How are you implementing physical distancing – on sites, in the office, at the lab? A risk assessment will ensure that you identify all the risk factors for which you should have protocols in place.

- ❖ [Sample risk assessment for COVID-19](#)
- ❖ [Government of Canada Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#)

3. Develop the appropriate policies, procedures, and communication support material to address each of the risks you have identified. Here are some examples of protocols and resources you may wish to consider developing:

- ❖ Employees, contractors, consultants, and visitors arriving on-site
 - No unauthorized visitors – in scale house or anywhere else on property – visitor sign-in done through text
 - Consider having visitors sign a COVID-19 waiver before they enter your site (electronic or paper that is signed and dropped in a box)
 - Directional signs / restricted areas clearly indicated
 - Employee daily pre-screen procedures for COVID-19
 - Modify entry/exit procedures – ensuring employees have limited interaction and go straight to their equipment (do not allow employees to arrive early or stay late for their shift)
 - Modify time clock procedures to ensure physical distancing
- ❖ Physical Distancing
 - Staggered shifts
 - Physical distancing in break rooms
 - Set up outdoor areas for breaks and lunch with physical distancing
 - Develop protocols for workers to ride together safely (including the wearing of masks) if ride sharing is unavoidable.
 - Suspend use of hand scanner; use alternative method to track



OSSGA FORWARD FACING COVID-19 PROTOCOLS

- employee hours
 - Keep crew teams consistent to avoid cross contamination
 - Scale house procedures to limit entry and avoid contact with drivers
 - Installation of physical barriers (i.e. plexiglass panels)
 - Use self-service loading; if paper tickets, use gloves when handling – consider moving to electronic
 - Split plant staff to reduce risk
 - Stagger shift changes to avoid congestion
 - Avoid face to face meetings; conduct safety meetings by radio and digital means. Where in-person meetings cannot be avoided, keep number of attendees to a minimum and hold meeting in an outside or large space to enable physical distancing
 - Move training to online format
 - Develop procedures for verbal confirmations vs signing whenever possible
 - Where the recommended physical distance cannot be maintained, have employees wear protective face coverings for their nose and mouth.
 - Isolate shifts – have each use separate washrooms where possible
 - Reconfigure floor space to ensure physical distancing in office area and labs. Cordon off areas if necessary, to create separation.
 - Close meeting rooms – or remove chairs to ensure physical distancing.
 - Conduct meetings using digital tools.
 - Limit the number of employees in the office. Have employees who can work from home do so.
 - Limit the number of people in elevators if required.
- ❖ Health screening
- Signage indicating all visitors will be asked to comply with a health questionnaire.
 - Questionnaire for visitors to the site
 - Do you have COVID-19 or COVID-19 symptoms?
 - Have you had direct contact with infectious secretions from a person(s) that has tested positive with COVID-19?
 - Have you traveled outside Canada within the past 14 days?
 - Temperature monitoring
 - Some organizations are choosing to monitor the temperature of employees and visitors.
- ❖ Policy/procedure for how employees and contractors report illnesses
- ❖ Requiring employees who are ill to stay home
- Encourage workers to stay home if they are sick



OSSGA **FORWARD FACING COVID-19 PROTOCOLS**

- Posters and other communications:
 - Do not report to work if:
 - You are experiencing any COVID-19 symptoms
 - You have had direct contact with an individual with COVID-19 symptoms within the past 48 hours.
 - You have travelled to a COVID hotspot within the past 14 days.

- ❖ Protocol for isolating someone who becomes ill or arrives ill to work:
 - If reasonable, have that person leave the facility immediately.
 - If they need assistance, isolate them in a closed room and call emergency services or their emergency contact to help safely escort the individual home.
 - Notify all individuals who have had prolonged close contact with that person in the past 48 hours of their own potential exposure and ask them to leave the facility and self-isolate.
 - Cordon off the employee's workstation, locker and other locations in which the infected person spent extended time during the past 48 hours from the rest of the facility.
 - Have cleaning staff using appropriate PPE wash down and disinfect all surfaces, tools, PPE and other equipment handled by the infected person within the past 48 hours.

- ❖ Protocol for workers who may have had exposure to a person confirmed or suspect to have COVID-19
 - Pre-screen temperature checks
 - Regular monitoring
 - PPE and physical distancing requirements
 - Procedures for disinfecting and cleaning workspaces
 - If employee becomes ill, implement protocol for isolating someone who becomes ill or arrives ill to work

- ❖ Protocol for return to work from an employee with COVID-19
 - Clearance from personal physician to return to work

- ❖ Policies to permit employees to work remotely or stay home to take care of a family member who is sick

- ❖ Policies for flexible worksites and flexible work hours to increase physical distancing.

- ❖ Sanitization
 - Wash your hands according to the [WHO guidelines](#)
 - Deep cleaning of offices – consider 3rd party specialist if someone has been ill



OSSGA **FORWARD FACING COVID-19 PROTOCOLS**

- Where possible provide gloves, tissues, no-touch trash cans, alcohol-based hand rubs, and disinfectant to all employees
- Buy cleaning supplies in bulk and share between sites
- Ensure access to soap and water or alcohol-based sanitizer
- Maintain inventory of all cleaning supplies
- Common areas (scale houses, lunchrooms, etc.) sanitized three times a day
- Post directions on how to clean workstations and handwashing signs in washrooms.
- 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
- Clean hand tools at least three times per day
- Stop workers from sharing tools where possible
- Flag tools that must be shared and provide disinfectant

- ❖ Protective Personal Equipment
 - Ensure an adequate supply of masks, gloves and other PPE equipment as required
 - Ask employees to wear non-medical masks if not required to wear medical mask
 - Signage

- ❖ Equipment maintenance protocols
 - Do inventory of parts in case supply lines stop
 - Maintenance – develop scheduled maintenance keeping physical distancing requirements in mind.
 - 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)

- ❖ Office / plant / lab procedures
 - Seating to maintain physical distancing
 - Eliminating paper procedures where possible
 - Lunch / break room / washroom protocols
 - Discourage workers from using other worker's desks, phones, work tools, etc.
 - Reconfigure office spaces to provide two-metre spaces between individuals
 - Implement rotating schedules so that employees alternate between working at home and from the office
 - Redesign lobby/main areas by installing plexi-glass shields and providing hand sanitizer and PPE.
 - Place floor markings to designate the direction of foot traffic



OSSGA **FORWARD FACING COVID-19 PROTOCOLS**

- ❖ Travel Protocols
 - Assess the need for travel and consider alternatives (i.e. virtual meetings).
 - Company vehicles
 - Airplane travel
 - International travel
- ❖ Training (how to train safely)
 - Mandatory MCTU – Common Core / Supervisory (available on-line at OSSGA)
 - Equipment / task training
- ❖ Regulatory requirements for COVID-19

4. Human Resources / Communication Strategy

- ❖ Occupational Health & Safety Committee –
 - Regular Review COVID-19 Protocols and policies
 - Identify areas of concern related to COVID-19
 - Respond to employee concerns – investigate incidents
 - Consider establishing ‘contact logs’ if there are tasks that require employees to be
 - in face-to-face contact for an extended period
 - sharing of a closed space for a prolonged period
 - ❖ Training on COVID-19 Protocols needs to take place regularly. Include training on protective behaviors and how to properly wear PPE.
 - ❖ Mental health services to support employees experiencing increased stress associated with COVID-19.
 - ❖ Policies/protocols must be communicated clearly so that employees and visitors understand what is expected of them, where they are allowed and not allowed both on sites and in corporate offices, how they report issues or concerns.
 - ❖ Understand Refusal to Work rights of employees and your responsibilities. Also understand your rights once you have put in place all the mitigating measures to reasonably assure employee safety.
5. Follow all [Government of Ontario Guidelines](#) for Preventing COVID in the Workplace and legislative requirements under the *Occupational Health and Safety Act*.



OSSGA **FORWARD FACING COVID-19 PROTOCOLS**

Disclaimer: The information contained in this document is intended as general information only and is not intended to serve as a replacement for professional advice. The Ontario Stone, Sand & Gravel Association (OSSGA) is not responsible for the results of any actions taken based on information collected in this document nor for any errors or omissions. This guidance does not provide legal or other professional advice and should not be used as a substitute for the advice of qualified legal counsel or other professionals. Members are encouraged to consult with qualified legal counsel and/or other professionals to determine all requirements and to seek appropriate interpretation of the legislation and regulation applicable to their operations.