COVID-19 Checklist

We are closely monitoring the development of the Coronavirus (COVID-19). This is not intended as an exhaustive list of preventive measures and spread risk controls, but basic requirements that must be consistently followed and can definitely be enhanced and adapted to specific situations and conditions.

General Advice: World Health Organization

1. **Wash your hands frequently**
   Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
2. **Maintain social distancing**
   Maintain at least 1 meter (3 feet) distance between yourself and anyone who is coughing or sneezing to prevent the spread of the disease.
3. **Avoid touching eyes, nose and mouth**
   Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
4. **Practice respiratory hygiene**
   Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
5. **If you have fever, cough and difficulty breathing seek medical care early and stay home if you feel unwell**
   If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

Overall Hygiene Checklist

- Identify opportunities to separate people in their normal activities. This can include restructuring daily meetings, meal times, and team meetings.
- Eliminate or postpone any third-party visitors, contractors, or training. Scrutinize all external persons coming to the site.
- Implement a mandatory hand hygiene routine. Wash your hands frequently throughout the day with soap and water or use alcohol-based hand rub to kill viruses that may be on your hands.
- Implement rigorous sanitation protocols and increase cleaning shifts at sites. Ensure that staff at the beginning and end of each shift clean restrooms, eating areas, desks, walkie-talkies numerous times a day.

- Ensure hand sanitizer and disinfectants are available in common areas for staff use and for the regular cleaning of surfaces and work equipment. Secure a permanent supply of sanitizers and disinfectants.
- Display posters in high visibility areas that remind colleagues not to touch their faces.
- Offer individually prepared lunch boxes to colleagues to prevent groups of people from gathering in one place for meals.
- Implement handling and disposal procedures for used PPE (masks, gloves, goggles, ear plugs) and potentially contaminated garbage (disposable cups, cutlery, napkins, cigarette butts, chewing gum, etc.).
- Ban spitting and chewing gum.
- Create communicate a hand-shake free policy.
- Ensure that trash is being removed from work areas on a regular basis.

Control Room
- Establish that the control room is not to be an area of congregation of people. Restrict access to control room operators and their managers. All other communication must happen outside the control room and through radios.
- Organize handover meetings using electronic tools (telephone, video conferencing or Hangouts) to prevent the spread of the disease. Encourage colleagues to avoid direct interaction when handing over shifts (use separate rooms and communication tools).
- Encourage personnel to implement a routine to properly sanitize tools. Ensure staff sanitizes tools to prevent spreading the disease (special attention to keyboards, touchscreens, walkie-talkies, telephones, desks, etc.).
- Modify shift time and schedules in order to have spare shift teams available in case one team has to be quarantined.
- Communicate how employees will receive ongoing information regarding work environment status.
- Restrict personnel needed in the control rooms to a bare minimum: implement social distancing and isolate colleagues to prevent the spread of the disease.
- Restrict usage of kitchen corner close to the control room: implement social distancing and isolate colleagues to prevent the spread of the disease.

Preheater Cleaning Activities
- Implement a routine for the proper sanitizing of tools and safety gear. Ensure staff sanitizes tools to prevent spreading the disease.
- Encourage third-parties and staff to use their own Personal Protective Equipment (PPE). If that's not possible, implement a sanitation protocol in particular for screens, hoods and gloves.

- Reduce the number of personnel that needs to be present.

Quarry
- Establish that the quarry is not to be an area of congregation of people. Restrict access to quarry operators and their managers. All other communication must happen outside the quarry offices and through radios.
- Establish a process to sanitize equipment controls after shift.
- Reduce the number of personnel that needs to be present at site. Implement social distancing and isolate colleagues to prevent the spread of the disease.
- Implement a routine for the proper sanitizing of tools, steering wheels, knobs and dashboards in mobile equipment. Ensure staff sanitizes tools and equipment to prevent spreading the disease.
- Manage stock of Raw Materials considering the potential reduction of resources due to modified shift schedules, quarantined personnel or other contingencies.
- Implement sanitary checks when starting and ending shifts.

Offices
- Reduce the number of personnel that needs to be present at site. Implement social distancing and isolate colleagues to prevent the spread of the disease.
- Reduce the number of meetings and use electronic tools (video conferencing or Hangouts) to prevent the spread of the disease, encourage colleagues participating in one location to attend meetings using separate rooms.
- Ensure employees have the required tools and access to company systems to work remotely.
- Communicate how employees will receive ongoing information regarding work environment status. Implement an internal notification system and inform colleagues how they should get in contact should they experience any technology issues.
- Consider implementing operating theater protocol: to sanitize operating stations and prevent the spread of the disease.

Warehouse/Dispatch/Material Reception
- Review your internal processes to receive parts and materials.
- Limit contact with external people: review processes in place to reduce/avoid contact with externals. Extreme hygiene protocols.
- Reduce the number of personnel needed: implement social distancing and isolate colleagues to prevent the spread of the disease.
- Implement sanitary protocols and communication posters for externals.

Control Access Entrance
- Encourage employees to bring their own packed lunches to prevent colleagues from gathering in one place and prevent spreading the disease.

Plant Shutdown
- Implement rigorous sanitation protocols and increase cleaning shifts at sites. Identify third parties that can be contracted to conduct multiple cleaning shifts at sites per day.
- Reduce the number of meetings conducted. Where meetings need to take place organize these using electronic tools.
- Identify contractor companies that can be used to support key work (as needed).
- Reduce work conducted in confined spaces as much as possible to control the number of people working inside at the same time.

Business interruption
- Have readily available a shutdown plan, control and security procedures and a plan to put the plant back into operation.