



Ready Mix Best Practice COVID-19 Measures

Effective Date: March 19, 2020

1.0 Purpose

This Best Practice is designed to help in the application of appropriate steps required to reduce and manage employee exposure to the effects of the COVID -19 Virus in the workplace. Every effort should be made to reduce and control employee exposure by more permanent means (i.e. elimination/substitution; engineering controls; work task changes; worker isolation; and administrative controls). However, workers may encounter conditions when such controls are not sufficient to reduce exposure to an acceptable level, and PPE may be needed on a temporary basis until permanent controls can be put in place.

2.0 Scope

This Best Practice applies to all QCI and Mobile operations, contractors and third parties performing work on QCI and Mobile premises, or while conducting business on behalf of QCI and Mobile.

QCI and Mobile shall respect all local laws and regulations respecting worker exposure to Hazardous Substances that are more stringent than the required specified herein.

3.0 General hygiene

- Keep a safe distance, ideally not less than 2 m (6 ft) when interacting with others
- Avoid touching your eyes, nose and mouth to prevent the spread of germs
- If coughing, use a tissue or the corner of a sleeve to reduce the risk of spread, immediately wash hands for 20 seconds or use a commercial disinfectant.
- Common or shared touch surfaces must be disinfected between uses and whenever first used.
- Wash your hands frequently, before and after eating or before touching your eyes, nose or mouth
- Report/Call your supervisor if you have any of the following symptoms:
 - o Dry Cough
 - o Fatigue
 - o Fever (temperature above 100f)
 - o Nasal Congestion or Sore Throat
- Report to your supervisor if you are returning from outside Canada
- Report to your supervisor if you have high susceptibility and/or additional complications if infected with Covid-19 (eg. reduced lung function, heart issues)
- We are preparing and testing protocols to ensure business continuity at the highest level possible while protecting our employees, should further isolation be required. You may see some adjustments in how we operate as we practice and test activities.
- Immediately report to your supervisor if you or a family member has been medically identified with Covid-19 and remove yourself from the immediate workplace

4.0 Offices and Administration

- Non-essential administration employees who can work from home while maintaining normal work activities may be instructed to do so after management review.
- For employees who are required to work from an office, Government of Canada social distancing rules will apply, including:
 - o Ideally maintain a distance not less than 2 m (6 ft) at all times
 - o Disinfect all workspaces daily and between shifts



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- Increase spacing between workstations where possible
- Relocate employees to spare offices to increase distance when possible

5.0 Sales Teams

- Sales employees will not make customer site visits until further notice
- No customer events will be undertaken until further notice

6.0 Ready-mix Plant Operations

- No visitors will be allowed access to our plants without prior approval—and then, only for essential activities
- All plant personal have been evaluated for risk and appropriate social distancing actions have been taken, this includes maintaining between employees a distance of ideally not less than 2 m (6 ft). Batching offices are closed to all employees, other than the batcher or employees preauthorized by site management.
- Site support employees such as loader operators, mechanics and yard staff are required to work in specifically identified safe work areas maintaining a distance of ideally not less than 2 m (6 ft).
- Hygiene guidelines have been established for all spaces used by multiple users. Where equipment is used by more than one individual, these must be disinfected at commencement and finish of use.

7.0 Drivers (Plant)

- All drivers are required to remain in their cabs whenever possible
- Drivers are not allowed to congregate and must maintain a spacing of ideally not less than 2 m (6 ft). from other employees
- Trucks are to be cleaned at the start of the shift and also at the end of the shift. It is the responsibility of each drivers to ensure this is done

8.0 Customer Site safety

- Drivers will remain in their cabs except when offloading concrete
- Drivers will maintain a safe working distance of ideally not less than 2 m (6 ft)., from any site personnel
- Site personnel are not to assist in the offloading of concrete
- Pump operators will be required to maintain a distance of ideally not less than 2 m (6 ft).
- Drivers are not allowed to enter any customer facility unless instructed by a responsible site employee, and then, only if respecting social distancing rules.
- Drivers may sign on behalf of the customer but still should provide a customer copy.
- In an attempt to reduce paper handling and exchange QCI and Mobile RM will arrange for delivery tickets to be forwarded to the customer electronically if requested.

9.0 Quality Technicians

- Quality technicians will work in discrete work areas within the plant or site.



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- When testing concrete, they will ask drivers to remain in cabs while such tests are being completed once the sample is taken.
- Site quality testing will only be conducted for essential mixes and the visit will be advised in advance to the site. When on site, all hygiene and social distancing actions will be respected.

The above best practice has been set fourth by QCI and Mobile RM to help reduce the risk of exposure to our valued employees, customers and visitors.

We appreciate your continued efforts and support during this time.

Sincerely,

Jennifer Allen, HSP CSS

J. Allen

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