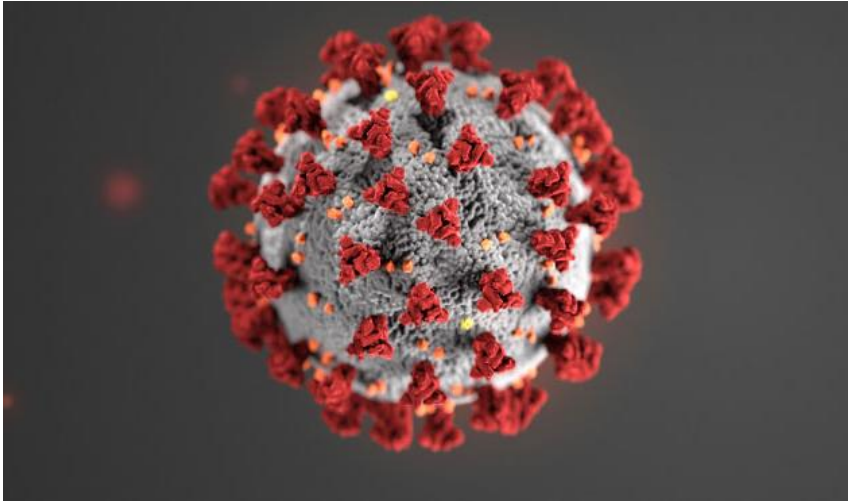


# COVID-19 Best Practices Webinar



**Tuesday, April 28, 2020**

**11:00am EDT**

We will start at 11:00am EDT.

### Having Trouble???

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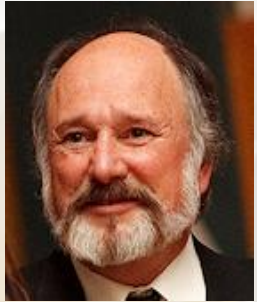
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# Your presenters...



***Gary Mullings***

***NRMCA Executive Vice President of Compliance & Operations***



***Kevin Walgenbach***

***NRMCA Senior Vice President of Compliance & Regulatory Affairs***

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# ***Antitrust Policy Statement***

The National Ready Mixed Concrete Association assigns the highest priority to full compliance with both the letter and the spirit of the antitrust laws. Agreements among competitors that unreasonably limit competition are unlawful under federal and state antitrust laws, and violators are subject to criminal fines and incarceration, civil fines and private treble-damage actions. Even the successful defense of antitrust litigation or an investigation can be very costly and disruptive. It is thus vital that all meetings and activities of the Association be conducted in a manner consistent with the Association's antitrust policy.

Examples of illegal competitor agreements are those that attempt to fix or stabilize prices, to allocate territories or customers, to limit production or sales, or to limit product quality and service competition. Accordingly, it is inherently risky and potentially illegal for competitors to discuss under Association auspices, or elsewhere, the subjects of prices, pricing policies, other terms and conditions of sale, individual company costs (including planned employee compensation), the commercial suitability of individual suppliers or customers, or other factors that might adversely affect competition.

It is important to bear in mind that those in attendance at Association meetings and activities may include competitors, as well as potential competitors. Any discussion of sensitive antitrust subjects with one's competitors should be avoided at all times before, during, and after any Association meeting or other activity. This is particularly important because a future adversary may assert that such discussions were circumstantial evidence of an illegal agreement, when viewed in light of subsequent marketplace developments, even though there was, in fact, no agreement at all.

If at any time during the course of a meeting or other activity, Association staff believes that a sensitive topic under the antitrust laws is being discussed, or is about to be discussed, they will so advise and halt further discussion for the protection of all participants. Member attendees at any meeting or activity should likewise not hesitate to voice any concerns or questions that they may have in this regard.

**Adopted by the NRMCA Board of Directors, September 18, 2006.**

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# ***Asking Questions?***

- ❖ **Type in “Questions” tab.**
- ❖ **We will answer as many questions as possible.**
- ❖ **All questions not answered will be addressed after the webinar.**
- ❖ **Attendees will receive a post-webinar email as necessary.**

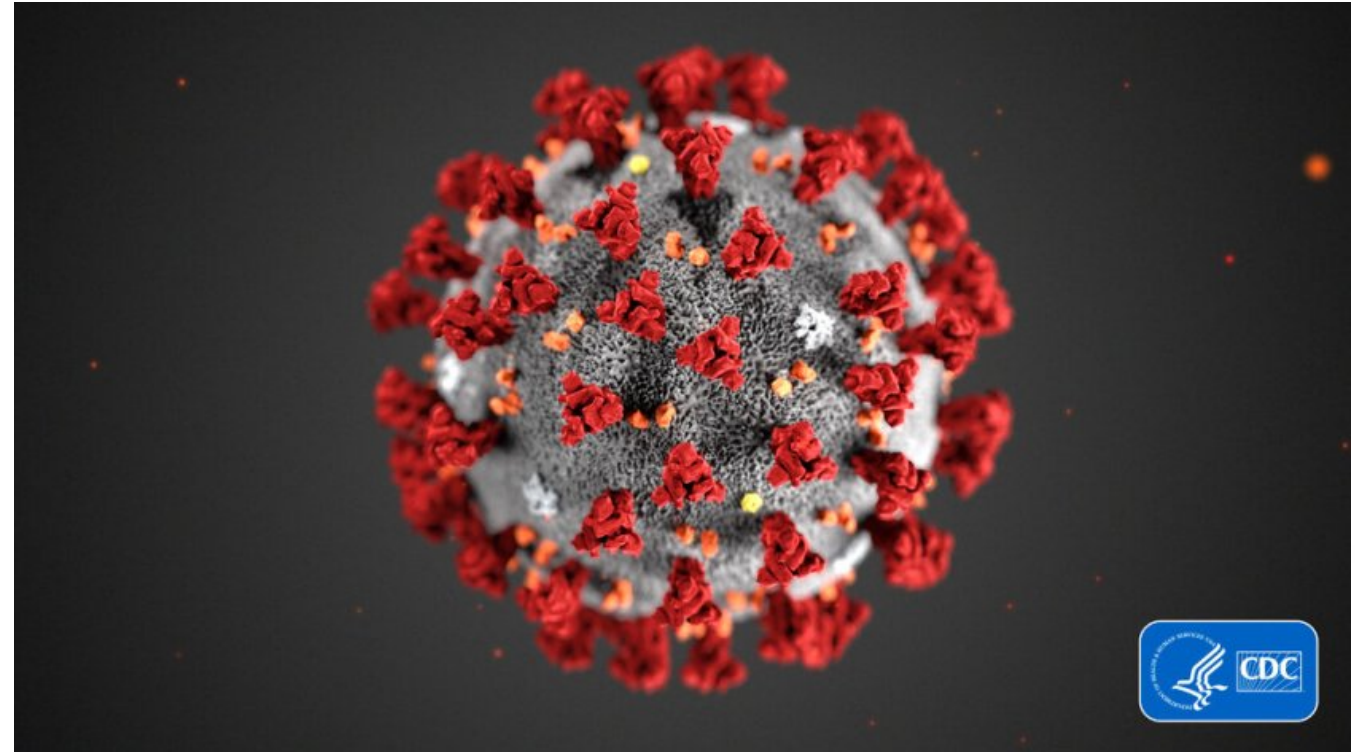


# Topics

- 1) Resources
- 2) Quick Tips
- 3) PPE
- 4) At the Plant
- 5) At the Jobsite
- 6) Mixer Trucks
- 7) Customers
- 8) Regulatory Guidance
- 9) Questions

# Resources:

- CDC
- WHO
- DOL
- DOS
- FDA
- Federal and State Guidance



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## COVID-19 Resources

[COVID-19 Best Practices Webinar: Tuesday, April 28, at 11 a.m. Eastern time](#)

[NRMCA: Message from NRMCA President Michael Philipps on COVID-19](#)

[Build With Strength – Construction Is Essential: Resources](#)

[NRMCA Guidance For Ready Mixed Concrete Companies During the COVID-19 Pandemic \(PDF\)](#)

### Centers for Disease Control and Prevention (CDC)

[CDC: Screening Clients](#)

[CDC: Interim Guidance for Businesses and Employers](#)

[CDC: COVID-19](#)

[CDC: What To Do If You're Sick](#)

[CDC: Mass Gatherings](#)

[CDC: Workplace, Home, School Guidance](#)

[CDC: Use of Cloth Face Coverings](#)

### Department of Labor (DOL) / Workforce Development

[EEOC: COVID-19 Guidance and the ADA, the Rehabilitation Act, and Other EEO Laws](#)

[OSHA: Worker Exposure Risk to COVID-19](#)



**NEWS & EVENTS**

National Mixer Driver Championship  
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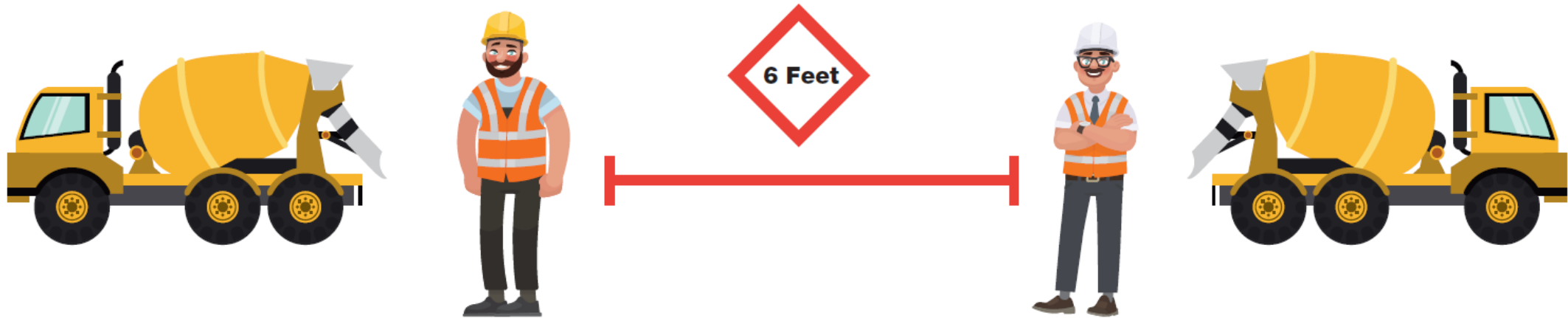
<https://www.nrmca.org/operations/SAFETY/covid-19.htm>

# Quick Tips





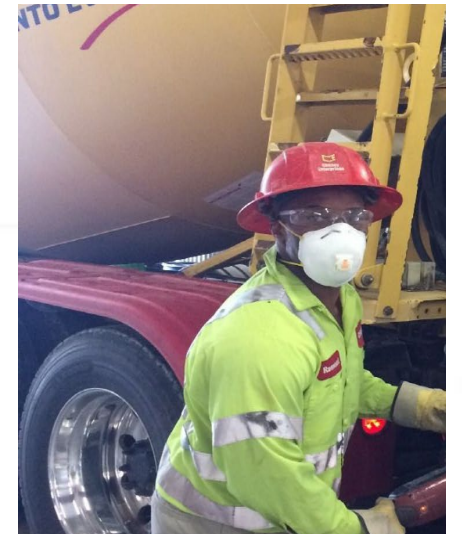
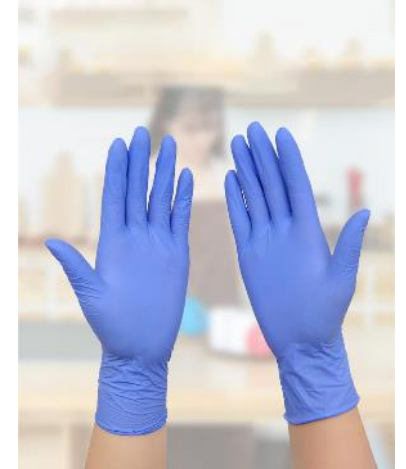
# Social Distancing



# Social Distancing



# Personal Protective Equipment (PPE)



***No sharing PPE!***



## Start of each work period:

- Health Questionnaire
- Visual Check
- Temperature Check?
- Contact with positive cases
- Positive cases at home



# At the Plant

- 1) Have a plan
- 2) Communicate with staff
- 3) Identify vulnerable workers
- 4) Minimize worker/customer contact
- 5) Worker rotations
- 6) No gathering of personnel, drivers
- 7) Ventilation
- 8) Disinfect common surfaces, areas
- 9) Make all meetings virtual
- 10) Reduce access for only essential personnel
  - *Encourage/require working from home if possible*
- 11) Sick employees stay home
- 12) Protocols for workers testing positive
- 13) Follow federal and state guidelines





## Start of each work period:

- Health Questionnaire
- Visual Check
- Temperature Check?
- Contact with positive cases
- Positive cases at home

# In the Shop

- 1) Have a plan
- 2) Communicate with mechanics
- 3) Identify vulnerable workers
- 4) Minimize worker contact
- 5) Worker rotations
- 6) No gathering
- 7) Ventilation
- 8) Disinfect common surfaces, areas
- 9) Minimize sharing of tools
- 10) Reduce access for only essential personnel
- 11) Sick employees stay home
- 12) Follow lone worker guidelines
- 13) Follow federal and state guidelines



## Start of each work period:

- Health Questionnaire
- Visual Check
- Temperature Check?
- Contact with positive cases
- Positive cases at home



# In the Shop

- 1) Have a plan
- 2) Communicate with mechanics
- 3) Identify vulnerable workers
- 4) Minimize worker contact
- 5) Worker rotations
- 6) No gathering
- 7) Ventilation
- 8) Disinfect common surfaces, areas
- 9) Minimize sharing of tools
- 10) Reduce access for only essential personnel
- 11) Sick employees stay home
- 12) Follow lone worker guidelines
- 13) Follow federal and state guidelines



## Start of each work period:

- Health Questionnaire
- Visual Check
- Temperature Check?
- Contact with positive cases
- Positive cases at home

**COVID-19 ALERT**

**SHOP STAFF ONLY**

DOORS ARE LOCKED

DRIVERS- LEAVE KEYS & NOTE WITH DESCRIPTION OF ISSUES ON YOUR TRUCK SEAT. CALL THE NUMBER BELOW WITH ANY ADDITIONAL QUESTIONS AND/OR CONCERNS.

VENDORS- PLEASE LEAVE PARTS OUTSIDE AND CALL THE NUMBER BELOW FOR NOTIFICATION AND/OR TO OBTAIN AN APPROVAL.

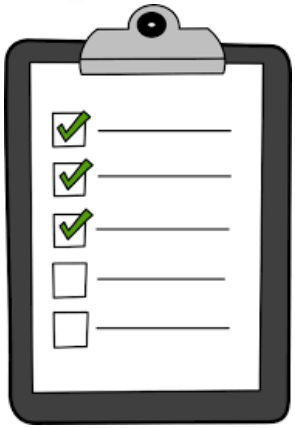
**SHOP PHONE# XXX-XXX-XXX**

# In the Shop

- 1) Have a plan
- 2) Communicate with mechanics
- 3) Identify vulnerable workers
- 4) Minimize worker contact
- 5) Worker rotations
- 6) No gathering
- 7) Ventilation
- 8) Disinfect common surfaces, areas
- 9) Minimize sharing of tools
- 10) Reduce access for only essential personnel
- 11) Sick employees stay home
- 12) Follow lone worker guidelines
- 13) Follow federal and state guidelines







# In the Batch Room

- 1) **Have a plan**
- 2) **Communicate with staff/batcher**
- 3) **Identify vulnerable workers**
- 4) **Minimize worker/customer contact**
- 5) **Worker rotations**
- 6) **No gathering of personnel**
- 7) **Ventilation**
- 8) **Disinfect surfaces frequently**
- 9) **Reduce access for only essential personnel**
- 10) **Sick employees stay home**
- 11) **Use mobile communications**
- 12) **Follow federal and state guidelines**





# In the Drivers Room



- 1) Have a plan
- 2) Communicate with drivers
- 3) Identify vulnerable workers
- 4) Minimize to maintain social distance
- 5) Worker rotations
- 6) No gathering of drivers
- 7) Ventilation
- 8) Disinfect common surfaces, areas
- 9) Make all meetings virtual
- 10) Reduce access for only essential personnel
- 11) Sick employees stay home
- 12) Protocols for workers testing positive
- 13) Follow federal and state guidelines





# Dispatch Office

- 1) Have a plan
- 2) Communicate with drivers
- 3) Identify vulnerable workers
- 4) Minimize to maintain social distance
- 5) Dispatch rotations
- 6) Telework
- 7) No gathering
- 8) Ventilation
- 9) Disinfect common surfaces, areas
- 10) Make meetings virtual
- 11) Dispatch access for only essential personnel
- 12) Sick employees stay home
- 13) Follow federal and state guidelines





# At the Jobsite





# At the Jobsite



- 1) **Have a plan**
- 2) **Communicate with staff/drivers**
- 3) **Reassess driver cellphone policy**
- 4) **Avoid driver-customer contact**
- 5) **Potentially no COD or at plant only**
- 6) **Follow social distancing policies**
- 7) **Consider COVID-19 vehicle signage**
- 8) **Follow federal and state guidelines**





[INSERT COMPANY NAME/LOGO]

*Travel Documentation for*

## **Essential Critical Infrastructure Worker**

[INSERT DATE]

This letter identifies this individual as an Essential Critical Infrastructure Worker in the Transportation and Logistics Sector, which has been identified as critical by the Cybersecurity and Infrastructure Security Agency (CISA) of the U.S. Department of Homeland Security. This sector includes employees engaged in the various functions listed below, among others.

- Workers supporting or enabling transportation functions, including truck drivers, dispatchers, repair and maintenance workers, warehouse workers, towing/recovery services, roadside assistance, and workers who maintain and inspect infrastructure.
- Automotive repair, maintenance, and transportation equipment manufacturing and distribution facilities.
- Employees supporting personal and commercial transportation services.
- Workers supporting the distribution of food, pharmaceuticals and other medical materials, fuels, chemicals needed for water or water treatment and energy, maintenance and operation of essential highway infrastructure.
- Employees of firms providing services, supplies, and equipment that enable warehousing operations.
- Manufacturers and distributors of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, staging and distribution operations.
- Postal, parcel, courier, last-mile delivery, and shipping and related workers.
- Workers necessary to maintain the continuity of manufacturing functions and associated supply chains, and workers necessary to maintain a manufacturing operation in warm standby.
- Workers necessary for mining and production of critical minerals, materials and associated essential supply chains, and workers engaged in the manufacture and maintenance of equipment and other infrastructure necessary for mining production and distribution.

As a result of this individual being part of the nation's critical supply chain, the worker must be able to travel to and from work, and/or to and from work sites for the duration of this national emergency. For more information on the CISA memo regarding essential critical infrastructure workforce please visit: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>.

[INSERT EMPLOYEE NAME]

[INSERT COMPANY NAME]

[INSERT FACILITY INFO]

[INSERT COMPANY CONTACT INFO]

# **ESSENTIAL CRITICAL INFRASTRUCTURE WORKER**

Cybersecurity & Infrastructure  
Security Agency of the U.S.  
Department of Homeland  
Security

[INSERT COMPANY LOGO]

# Mixer Trucks

## Day-to-Day:

- 1) Have a plan
- 2) Communicate with drivers
- 3) Provide/use necessary PPE
- 4) Avoid driver-customer contact
- 5) Driver stays in truck as long possible
- 6) Electronic tickets? No signing?
- 7) Only drivers touch/operate truck
- 8) Disinfect truck surfaces/keys
- 9) No sharing pens, documents, tools, equipment
- 10) Follow state and federal guidelines



# Mixer Trucks



## Driver training:

- 1) Have a plan
- 2) Communicate with drivers
- 3) Driver and instructor use necessary PPE (masks, gloves, etc.)
- 4) Avoid driver-instructor contact
  - Sit as far apart as possible
- 5) Use trailing vehicle if possible
- 6) Follow state and federal guidelines





## Working from home:

# Teleworkers



- 1) Have a plan
- 2) Get "ready" for work each day
- 3) Create or use a separate area to conduct work
- 4) Be comfortable
- 5) Periodically check-in with your supervisor & team
- 6) Utilize technology
- 7) Keep your online calendar up-to-date
- 8) Take time to get outside
- 9) Be organized
- 10) Keep track of what you have accomplished
- 11) Take advantage of online learning resources
- 12) Take your normal breaks





# Customers



- 1) **Have a plan**
- 2) **Communicate with customers**
- 3) **Dispatch relays COVID-19 changes**
- 4) **Language translations**
- 5) **Mixer truck decals**
- 6) **Changes with ticketing**
- 7) **Follow state and federal guidelines**



# Regulatory Guidance



# Returning to Work

- 1) Have a plan – point person/team
- 2) Communicate with employees
- 3) Phase in period
- 4) Specific staff/departments
  - HR
  - IT
  - Front office
  - Etc.
  - High risk employees?
- 5) New workplace rules/procedures
  - Common areas
  - Well checks/screening?
  - Disinfecting
- 6) Continued remote working
- 7) Sick employee procedures/benefits
- 8) Worker rotations
- 9) Ventilation
- 10) More PPE?
- 11) Disinfectants/sanitizers available?
- 12) Mixer truck decals continued
- 13) Changes with ticketing
- 14) Dispatch changes
- 15) COD
- 16) Employee training/cross-training
- 17) Visitors, new hires, customers
- 18) Recordkeeping, reporting
- 19) Stay informed and flexible
- 20) Follow state and federal guidelines





# Summary

## Have a Plan!



*Follow State and Federal Guidelines*





# Questions?



## **Thank You!**

### **For additional information:**

Gary Mullings:  
[gmullings@nrmca.org](mailto:gmullings@nrmca.org)

Kevin Walgenbach:  
[kwalgenbach@nrmca.org](mailto:kwalgenbach@nrmca.org)