

CEMENT Business Continuity Plan COVID-19

Limiting Contact through Social Distancing Production Staff & Drivers

In order to limit close contact between people and maximise our operational ability while protecting our teams the following measures shall be put in place immediately.

Cement Tanker Drivers, visitors and other staff shall not attend the dispatch office unless absolutely critical. This can be achieved through:

1. Drivers shall submit their daily log sheets and dockets into a collection box (eg. letterbox, toolbox, etc) outside of the dispatch office or TLO to be collected by the dispatcher / coordinator. (these may need to be established at plants).
2. Drivers should not sit in or congregate in the lunch room between loads.
3. Drivers shall be encouraged to go home early if no work is being done as directed by the Dispatcher.
4. Face to face toolbox talks can only be conducted in numbers that allow for "Social Distancing" 2m between people with no more than 5 people in any one toolbox, preferably in an outside area. Alternatives like notices and posters shall also be utilised. Messages shall be posted on the DMA, or smartphones asking drivers to look at any relevant notices.
5. Docket delivery systems shall be used where possible. Hand hygiene and gloves should be used to prevent transmission.
6. Where a docket delivery tube is not in place consider other solutions to hand over the docket without face to face contact (eg. open window, hatch, cable, etc)
7. Courier and other delivery dockets shall also be placed in the collection box (eg. letterbox, toolbox, etc) outside of the dispatch office or TLO to be collected by the dispatcher / coordinator.
8. Contact with delivery drivers should be limited (ie Couriers, transporters, etc). Communication / Directions have to be over RT or mobile phone. Where key access is required, the relevant key should be placed outside for collection at the time of delivery and then returned to the same place, **with delivery dockets being placed in the collection box for later collection.** If you do not have a delivery box this must be installed, even makeshift boxes are acceptable at this time.
9. Production Supervisors/Officers are requested to not collect delivery dockets until the end of the day and to ensure use of disposable gloves. Upon which they shall be GR'd promptly.

Notice to All Cement tanker Operators

It is your responsibility to ensure that you are always fit for duty. It is your obligation to ensure that you notify the Dispatcher or Depot Manager if you or any of your drivers which come onto Holcim sites have:

1. Arrived from overseas from midnight 15 March, 2020 and not undertaken the mandated 14 day self isolation period.
2. Been in close contact with anyone infected with COVID-19
3. Recently developed and still experiencing one or more of the following symptoms
 - i. Fever /high temperature
 - ii. Dry Cough
 - iii. Shortness of breath
 - iv. Or have any other reason to suspect you have COVID-19

All employees and drivers including contractors shall follow the latest Government advice as per the following:

- Australian Government Dept Health website | [here](#)
 - [\[https://covid19.govt.nz/\]](https://covid19.govt.nz/)
 - Smart Traveller website AU | [here](#)
<https://www.smartraveller.gov.au/destinations/pacific/new-zealand/>

To prevent the spread of viruses, please practise good hygiene and social distancing.

Good hygiene includes:

- Covering your coughs and sneezes with your elbow or a tissue
- Disposing of tissues properly
- Washing your hands often with soap and water, including before and after eating and after going to the toilet
- Using alcohol-based hand sanitisers
- Cleaning and disinfecting surfaces
- Avoiding contact with others and staying more than 2 metres away from people
- After & before each shift Drivers and production operators shall disinfect their operating areas with appropriate cleaning materials such as Wipes,
- Use your gloves

Social distancing:

One way to slow the spread of viruses is social distancing. For example:

- staying at home when you are unwell
- avoiding large public gatherings if they're not essential
- keeping a distance of 2 metres between you and other people whenever possible
- minimising physical contact, especially with people at higher risk such as older people and people with existing health conditions
- Record any social contact on the contact tracing form [here](#)

The [COVID-19 Cement BCP - Read Prior to Entering](#) shall be displayed on all entrances to batch plant key buildings including dispatch offices, offices and drivers rooms, also replicated below:



READ PRIOR TO ENTERING

As part of Holcim's response to the evolving COVID-19 situation, we are taking steps across our sites to minimise potential transmission and mitigate the impact of the outbreak.

During this period, access to **Dispatch and Depot Offices is restricted to essential operational staff only, or contractors doing critical tasks**. Any non operational people who are not critical to the production of Cement are not permitted to enter the dispatch and depot offices. Communications to and from the dispatch and depot office can be via phone or radio.

If it is essential to enter the dispatch and depot office, please **consider the following questions** as carefully as you can to ensure that we best protect you, your colleagues and the broader community.

If you answer Yes to any of the below then please DO NOT enter the dispatch office, or drivers break area and notify the Depot Staff for further action if you are an employee or tanker Driver. If you are a visitor or contractor you may urgently need to seek medical advice.

In the past 14 days have you:

1. Arrived from overseas from midnight 15 March, 2020 and not undertaken the mandated 14 day self isolation period?
2. Been in close contact with someone who has been diagnosed with COVID-19 and not undertaken the mandatory 14 day self isolation period?
3. Recently developed and still experiencing, one or more of the following symptoms?
 - i. Fever /high temperature
 - ii. Dry Cough
 - iii. Shortness of breath
4. Or have any other reason to suspect you have COVID-19

If you are a contractor and you have answered NO to the above, and you must complete the work, you are permitted to enter the dispatch office for Damstra/Inductions. Please maintain Government recommended Hand Hygiene.

zeroHarm - *We keep each other safe*

Operational Business Continuity Plans (BCP)

Each Area has produced a specific BCP to ensure that we can remain operational for as long as possible in the event of COVID Incidents. Your part in this where required shall be discussed with you by your local management.

FAQ's FOR DRIVERS

Am I required to submit my daily log sheet?

Yes Drivers shall submit their daily log books into a box (eg. letterbox, toolbox, etc) outside of the dispatch office to be collected by the dispatcher / coordinator. (these may need to be established at plants)

Can I sit in the Lunchroom between loads?

No, complete your task in the lunchroom and remain in your truck cabin. Drivers should not sit in or congregate in the lunch room between loads, and should practice social distancing including a 2m space between people at all times.

Will I be sent home if there are more trucks than work requires?

Yes, Drivers shall be encouraged to go home early when there is no work. Your production supervisor will manage and authorise this.

Will I be required to attend face to face toolbox meetings?

Information will be relayed via notice boards, TXT, emails or with the DMA System. Face to face toolbox talks can only be conducted in numbers that allow for "Social Distancing" 2m between people with no more than 5 people in any one toolbox, preferably in an outside area. Alternatives like notices and posters shall also be utilised. Messages shall be posted on the DMAs or TXT asking drivers to look at any relevant notices.

Will I still receive a one part dispatch advice to hand to the customer?

Yes, however this copy is only to be provided to the customer if they request it. Please ensure you wear your gloves and maintain Government recommended Hand Hygiene if passing it to the customer. Docket delivery systems shall be used where possible.

Do customers need to sign an ePOD ticket?

NO. Collecting signatures **shall stop.** **Dockets will be emailed out to customers on the following day by the dispatchers and depot coordinators.**

If my truck is double shifted should I take any further hygiene precautions?

Yes, ensure before you start your shift you should wipe down all areas in the truck cabin / dispatcher / coordinator station with disinfectant wipes, and likewise do the same at the end of your shift and as frequently as possible during the shift. The truck cabin / TLO office is to be kept in a high standard of hygiene.