



**Mineral Products Association**

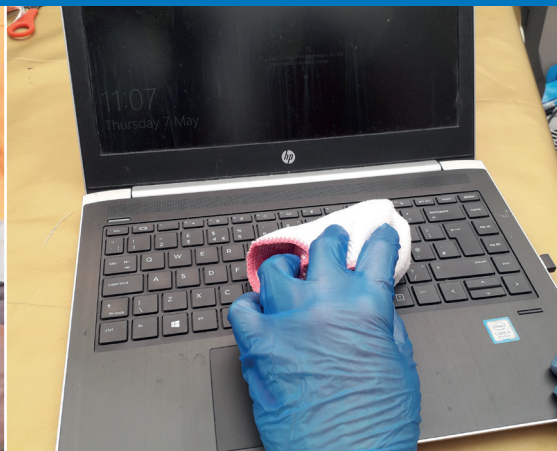
The Trade Association for the Aggregates, Asphalt,  
Cement, Concrete, Dimension Stone, Lime, Mortar  
and Silica Sand Industries



# Managers COVID-19 Guidance

Clear, Simple, Smart

Version 1.0



## The objectives of this guide are:

- To provide 10 simple strategies to follow
- To illustrate ways to help everyone follow these strategies
- To raise awareness about the COVID-19 virus and its symptoms
- To help managers achieve a safe return to work for everyone
- To provide suggestions on how to reinforce changes in behaviour
- To help enshrine the principle that anyone on site has a duty to STOP any activity if they think it is not safe
- To help you to manage social distancing effectively
- To highlight ways of implementing good cleaning and hygiene practices
- To encourage learning from and helping each other
- To help ensure that everyone goes home safe and healthy every day

A successful and safe return to work will depend on everyone on your site/s adapting their behaviour to the new disciplines required to mitigate the risks associated with COVID-19. MPA has prepared a list of 10 key strategies that everyone should follow. The application of these strategies is vitally important for the health and safety of employees, contractors, suppliers and customers.

This Guide has been prepared alongside a similar 'COVID-19 Guidance for Employees'.

# Rules of Engagement: COVID-19 Campaign

*Arm yourselves with 10 simple strategies to defend you and your colleagues at work and beat the virus.*



## Maintain a constant guard

*Watch for the symptoms of the COVID-19 virus*

## Keep the home fires burning

*Employees who can work from home should continue to do so*



"Handwashing this way reaches the virus that other ways cannot reach"



## Do not engage in dirty warfare

*Make provision for more frequent and thorough hand washing*

## Keep in formation

*Make provisions to maintain social distancing between employees. If they need to be closer than 2m, take steps to mitigate the risks. If this is not possible - STOP*





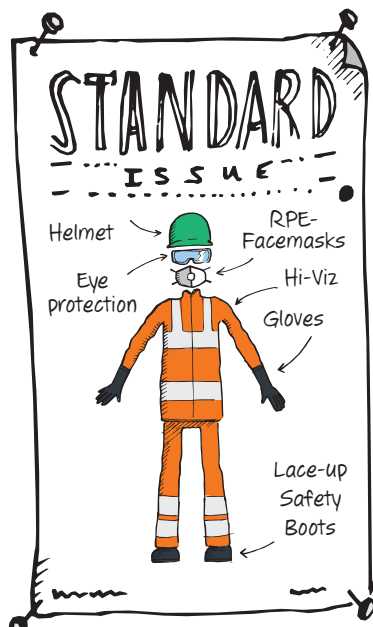
## Look after your kit

*Eliminate the sharing of personal items, tools and work equipment wherever possible.*



## Always wear your armour

*Ensure adequate provision of PPE*

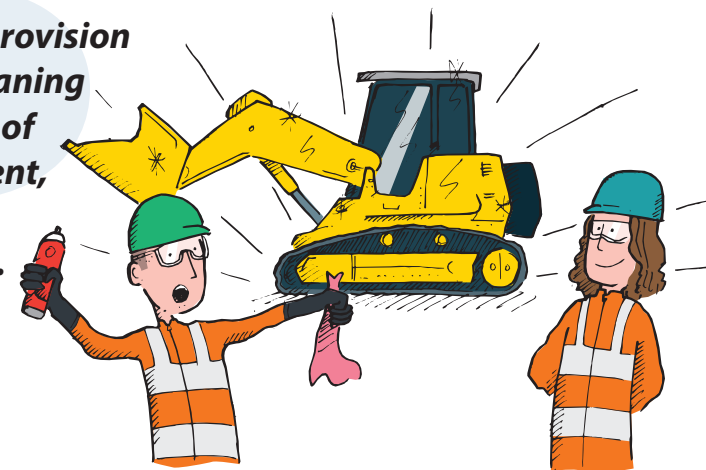


## Do not kill a mate with an accidental discharge

*Educate your workforce to cough or sneeze into a tissue or their elbow and dispose of tissues immediately and then wash their hands*

## Keep everything spick and span

*Make proper provision for regular cleaning and sanitising of tools, equipment, surfaces and contact points.*



*"It's clean as a whistle and ready for action"*

## Never leave a mate behind – you're a team

**Remember to look after  
the physical and mental  
welfare of your team**



## Maintain good discipline at all times

**Do not allow any  
compromise on existing  
health and safety controls  
and encourage the  
workforce to stop the job if  
they think it is not safe to  
continue.**

## Health and hygiene

- **Information** – educate staff to ensure that everyone understands COVID-19, how it can be transmitted and its potential consequences and to help encourage workers to follow the hygiene precautions and to know what to do and how to behave.
- **Awareness** – place posters that require staying home when sick, advise regarding hand hygiene and cough etiquette at the entrances to the workplace and in other areas where they will be seen.
- **Facemasks** – employees should be encouraged to follow government guidance on wearing a face covering in enclosed spaces where social distancing is not always possible and they may come into contact with others that they do not normally meet, for example on public transport.
- **Hand hygiene** – supply soap and water or appropriate hand sanitiser at convenient places and advise workers when and how to wash their hands.
- **Cleaning** – clean your premises frequently, especially counters, door handles, tools and other surfaces that people touch often. Provide workers with tissues and waste bins lined with a plastic bag so that they can be emptied without contacting the contents.
- **Mental health** – watch out for workers who might be worried or stressed and make provision to support them. Maintain regular contact with workers and colleagues through virtual meetings for example.
- **Ventilation** – try to keep enclosed spaces well ventilated.
- **First Aid** – both the first aider and injured party should wear facemasks/RPE when treatment is being administered and social distancing cannot be maintained.



## Preparing to restart operations

- **Get COVID-19 wise** – ensure that you are familiar with the GOV.UK guidelines (<https://www.gov.uk/coronavirus>) so that you can understand what COVID-19 is and what arrangements you need to make ahead of workers returning to site.
- **Travelling to work** – you and your team may travel for work purposes but should work from home wherever possible.
- **Do your team have any symptoms?** – if yes they should not come to work, they should self isolate until they can be tested. Workers should be advised to check on when they should and should not travel to work according to GOV.UK advice on symptoms and self-isolation and ask them to keep you informed.
- **At risk family members** – if employees have at risk/vulnerable relatives living at home, it is essential that they adhere to the GOV.UK advice on social distancing. You should encourage them to discuss any concerns with you.
- **Authority to work/travel** – provide letters to employees who may interact with the public/police confirming their need to work/travel.
- **Keep everyone informed** – take steps to advise workers on hand washing, social distancing, cough etiquette and other good hygiene practices so that they know what to do when they come to work.
- **Travelling** – facilitate workers' use of individual rather than collective transport wherever possible, for example by making available car parking or a place for storing bicycles securely allowing more time for travel. Advise workers who need to use public transport to wear facemasks, maintain social distancing so far as possible and sanitise hands on disembarking.
- **Adjust your mindset and stick to the basics** – follow dynamic risk assessing practices. Remember the basics take care of yourself and your team and do not be distracted by COVID-19. Stay Safe.



## Arriving at the workplace and before work begins

- **Good hygiene** – make provision for more frequent hand cleaning, sanitisation and tissue disposal for staff and visitors alike. Specifically make provision at the point of entry to and exit from the site, offices and other buildings.
- **Social distancing** – review and reorganise work procedures and use of facilities so that 2m distance can be maintained between workers.
- **PPE** – ensure you have sufficient stocks of PPE to carry out work safely and do not allow staff to share items of PPE with others.
- **Risk assessments** – review all risk assessments and Safe Systems, wherever possible involve your workers in this process and plan and agree on any additional COVID-19 control measures.
- **Control numbers** – ensure that only workers who are essential to the job are present at the workplace and minimise the presence of third parties.
- **Control movement and access** – use notices, posters and floor markings to inform people where they should/should not go. Use physical barriers if necessary.
- **Information** – re-induct everyone returning to work and provide safety briefings on any new or changed rules and procedures or special measures in place in the workplace. Check understanding!
- **Monitoring and supervision** – emphasise the importance of following new guidelines implemented as a result of COVID-19 and make provision for regular compliance checks.
- **Raise awareness** – place posters in the washrooms and strategic locations that describe how to wash hands and social distance properly.
- **No compromise** – do not compromise on any existing risk controls when implementing new COVID-19 procedures and beware possible unintended consequences!
- **If in doubt, stop the job** – above all stress that all workers and contractors have the right to stop any job if at any stage they are not happy that it is safe and healthy to continue.

## In the office, control room weighbridge or batch cabin

- **Access** – should be restricted to only those who need it and only when it is safe to do so whilst maintaining social distancing.
- **Social distancing** – prevent overcrowding by use of access controls, use barriers, signage, posters and floor markings to help workers understand what to do.
- **Desk/Workstations** – allocate one user per workstation and reposition workstations or remove seating to maximise separation and/or use perspex screens or similar equipment to form an impervious barrier between staff.
- **Screening** – use perspex screens or similar to provide an impervious physical barrier between staff and customers on weighbridges, reception areas and anywhere where face to face contact is unavoidable.
- **Office equipment** – provide each staff member with personal equipment e.g. pens, office equipment, tools and where possible desk phone. No sharing of pens or other tools and any shared equipment should be sanitised by the last person to use it and the next.
- **Documents and dockets** – wherever possible introduce contactless systems to eliminate the physical contact points/items, however where this is not possible make extra provision for staff to frequently wash/sanitise their hands and adopt good hygiene practices.
- **Cleaning** – make provision for more frequent cleaning and sanitisation of work areas and work stations. Promote decluttering of workstations to make cleaning easier.
- **Hygiene/hand sanitisation** – provide information on when and how workers should wash hands/sanitize (after handling equipment, touching surfaces or anything else that someone else may have handled before). Provide a plentiful supply of hand cleaning/sanitisation materials and display posters to promote frequent hand washing. Make provision for hand sanitisation on entry to and exit from buildings.
- **Ventilation** – wherever possible keep offices and control cabins well ventilated. Check that air conditioning systems will not recirculate airborne virus.

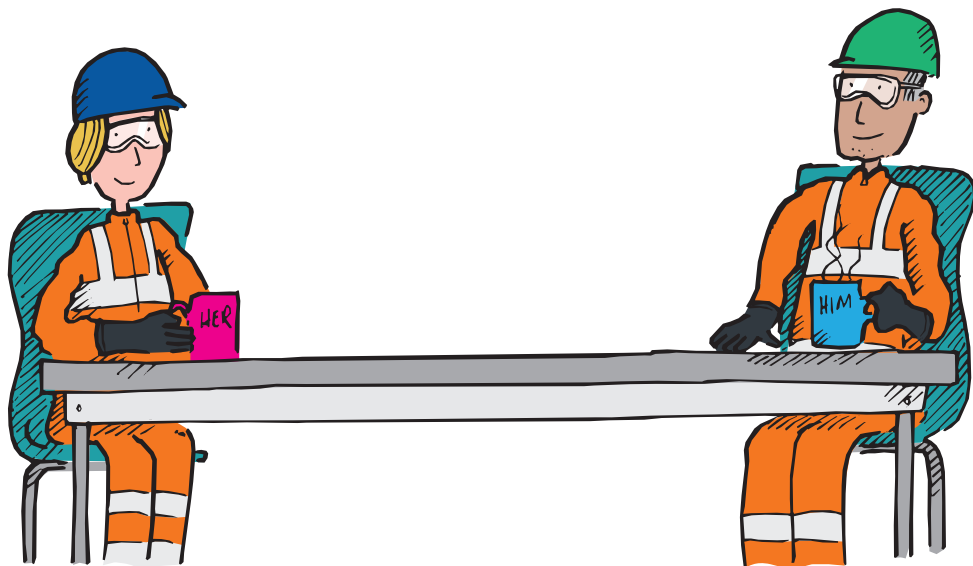
## In changing rooms and toilets

- **Social distancing** – implement site rules on use of facilities to prevent overcrowding and use barriers, posters and floor markings to support this. Introduce staggered break times as a further control measure.
- **One at a time** – ensure there is only one worker at a time in washrooms and small changing rooms.
- **Help contractors to help you** – allowing contractors, drivers and visitors to use facilities such as toilets and handwashing stations will reduce the risks of virus transmission for everyone.
- **Cleaning** – make provision for more frequent cleaning and sanitisation of changing rooms and toilet facilities.
- **Getting changed** – provide lockers for separate storage of work gear, normal clothes and personal effects.
- **Toilets** – provide posters encouraging staff to keep toilets clean and put the lid down before flushing.
- **Hand sanitisation** – promote washing/sanitising of hands when entering and leaving changing facilities/toilets.

“Handwashing this way reaches the virus that other ways cannot reach”







## Canteens and Messrooms

- **Social distancing** – stagger meal breaks to reduce the number of people sharing a canteen, messroom, or kitchen. Introduce site rules on use of facilities including any barriers posters and floor markings and do not allow entry if social distancing cannot be maintained. Consider using outside areas.
- **Ensure good hygiene** – hand sanitisation – encourage and make provision for regular hand washing/sanitisation and certainly after touching surfaces or anything else that someone else may have handled before you. Put up posters to remind staff what they need to do.
- **Food** – encourage staff to bring their own food to help avoid visits to local shops or food preparation on site.
- **Eating utensils** – wherever possible do not allow sharing of cups crockery and utensils and ensure these are properly washed in soapy water and stored away separately before and after use. Consider encouraging staff to bring their own utensils to work.
- **Shared equipment and work surfaces** – make provision for more frequent cleaning and sanitisation, especially of shared items e.g. kettles, microwaves. Advise that everyone should clean items used, after themselves.

## In the Operations

- **Stick to the basics** – impress upon your team not to forget the usual day to day safety rules and procedures. Do not allow distraction by COVID-19 and obey the rules.
- **Risk assess** – safe systems, pre work risk assessments and permits should take account of COVID-19 measures. Provide posters/instructions where appropriate to help staff remember to follow any new controls or processes.
- **Social distancing** – encourage use of mobile phones or radios to communicate rather than face-to-face, take steps to eliminate/reduce the need for staff to congregate e.g. use stairs instead of lifts.
- **Hand sanitisation** – make provision for and encourage frequent hand washing/sanitisation through the working day and always after touching surfaces or items that have been touched by others.
- **Pedestrian access** – wherever possible ensure that walkways are sufficiently wide to allow 2m separation without stepping out into vehicle routes.
- **Tools and work equipment** – make provision to ensure that workstations, workbenches, tools and equipment can be sanitised before and after use. Do not allow sharing of tools or work equipment without first sanitising them.
- **Cleaning** – cleaning will need to be carried out more frequently and more thoroughly. Make provision for supply of adequate cleaning materials. Ensure staff clean their workstation/workbench/tools and equipment before and after use.
- **PPE** – provide all relevant staff with an adequate supply of PPE together with any task specific COVID- 19 PPE. Do not allow sharing of PPE and make provision for hygienic disposal of non-reusable items and frequent cleaning of reusable items.





## Maintenance Works

- **Stick to the basics** – reinforce the importance of the usual day to day safety rules and procedures e.g. LOTOTO. Do not allow staff to be distracted by COVID-19 especially during complicated maintenance tasks where the consequences of any failures may be highest.
- **Risk assess** – safe systems of work, pre work risk assessments and permits should take account of COVID-19 measures.
- **Social distancing** – should be maintained at all times, however where this is not possible you should take steps to ensure that the work is properly authorised and in accordance with a safe system of work. Implement any required controls including:
  - use respiratory protective equipment or face masks.
  - avoid facing each other when working in close proximity, if possible.
  - limit the duration of close work to no more than 15 minutes.
- **Implement 'consistent pairing'** – wherever possible, maintain the same working teams for any close work i.e. the same two or three staff always work together.
- **Designate single operators/users** – for example 'one person one machine' this will reduce the risks arising when sharing tools and work equipment. Minimise sharing of workbenches.
- **Cleaning between use** – formalise procedures for cleaning of the contact points on tools and equipment between users and provide suitable cleaning materials.
- **Hand sanitisation** – make provision for and encourage regular hand washing / sanitisation and certainly after touching tools or work equipment that someone else may have handled.
- **Be responsible and stop the job** – remind your workers that they are empowered to stop the job if at any stage they are concerned that the task cannot be carried out safely. Remind workers that they can report any concerns they may have to a supervisor or manager.

## In Vehicles and mobile Plant

- **Stick to the basics** – reinforce the importance of the usual day to day safety rules and procedures e.g. LOTOTO. Take steps to remind staff not to allow themselves to be distracted by COVID-19 especially when driving vehicles and mobile plant.
- **Avoid sharing of vehicles** – you should wherever possible organise work on the basis of 'one machine, one operator'. Plan work and travel around site so that there is no requirement to share vehicles and mobile plant – wherever possible only one person in the cab.
- **In the cab and cleaning** – advise operators on how to maintain good hygiene in the cab and provide them with appropriate cleaning materials. They should be instructed to clean all contact surfaces frequently and certainly at the start and end of each shift and between users.



## At the customer site

- **Plan ahead** – contact the customer/delivery site beforehand to find out what COVID-19 specific measures are in place for delivery drivers to ensure yourself that these are satisfactory.
- **Avoiding distraction** – remind drivers that they still need to observe all customer site vehicle rules and vehicle safety basics e.g. safe tipping, safe lifting, use of banksmen.
- **Cab access** – remind drivers that they should stay in their cab where practicable and not allow anyone else to access their cab.
- **At the delivery point** – drivers should be advised that only they can conduct unloading operations e.g. truck mixer discharge, tipper tailgates, opening curtain sliders, removing flatbed straps, connecting tanker pipework.
- **Social distancing** – where drivers have to dismount the vehicle, they should practice social distancing at all times. Drivers should be reassured that they can refuse to unload if social distancing requirements are not being maintained at the customer site and if they have any concerns that they should seek advice from a supervisor or manager.
- **PPE** – drivers should be provided with gloves and provision made for washing/sanitising hands before and after use. They should be provided with a face shield/mask to use where site rules and/or government guidance require it.
- **Paperwork and proof of delivery (POD)** – where possible eliminate the need for paper, make arrangements with customers to implement contactless procedures e.g. a photo for POD. Ensure drivers are supplied with their own pens to sign documents and do not share with others.
- **Welfare facilities** – drivers should wash or sanitise hands before departing site after each delivery. They should follow rules on use of customer welfare facilities. You should make arrangements with customers for drivers to be allowed access to welfare facilities however they should be provided with hand sanitiser for use if access to washrooms is not permitted.



## Leaving work

- **Work clothes/overalls** – provide lockers for each worker to store their workwear. Wherever possible ensure arrangements are made for regular laundering at work.
- **PPE** – provide facility for storage of any spare and reusable PPE in a secure and clean location. Also ensure disposal of any used single use items safely.
- **Hygiene** – encourage workers to wash their hands before leaving site and remind them to do the same again when they arrive home.
- **Travel** – vehicle sharing increases risk of COVID-19 transmission and should be discouraged. Encourage walking or cycling or use of own vehicles.



# The 10 rules of engagement:

- 1. Maintain a constant guard**  
*Watch for the symptoms of the COVID-19 virus in yourself and others*
- 2. Keep the home fires burning**  
*Only go to work if you cannot work from home*
- 3. Do not engage in dirty warfare**  
*Wash your hands frequently and thoroughly*
- 4. Keep in formation**  
*Maintain a minimum distance of 2m between you and others if possible. If you need to be closer take steps to mitigate the risks*
- 5. Look after your kit**  
*Do not share personal items and avoid sharing equipment if possible*
- 6. Always wear your armour**  
*Use PPE to protect both yourself and others*
- 7. Do not kill a mate with an accidental discharge**  
*Cough or sneeze into a tissue or your elbow and dispose of tissues immediately then wash hands*
- 8. Always keep things spick and span**  
*Carry out regular cleaning and sanitising*
- 9. Never leave a man behind – you're a team**  
*Look after the physical and mental health of every member*
- 10. Maintain good discipline at all times**  
*Do not compromise any existing health and safety controls. If you do not think it is safe – STOP!*

# Remind your team that we are all in this together

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**Their behaviour will impact on the health and safety  
of themselves, their family and their colleagues**

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**Reinforce to your team that they must not hesitate  
to stop something if they think it is unsafe for  
themselves or a colleague**

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**Encourage anyone who feels unwell and who thinks  
they may have symptoms of COVID-19 to contact  
their manager and make arrangements to return  
home immediately**



essential materials  
sustainable solutions

The Mineral Products Association is the trade association for the aggregates, asphalt, cement, concrete, dimension stone, lime, mortar and silica sand industries.

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