

Safe Work Practice



RHI MAGNESITA

Name:	COVID-19 Specific Hygiene Practices		
Document #	SWP – 052		
Original Date	March 21 2020		
Revised Date	March 24 2020	Revision #	2
Purpose:	The purpose of this Safe Work Practice is to identify the hazards and control measures associated with the WHO declared COVID-19 Pandemic		
Equipment:	Handwashing Stations, Donning/Doffing Stations, Respiratory Protective Equipment, Disinfecting Products etc.		
Hazards:	Lack of adequate training leading to contraction and spread of disease among employees and the public.		
Consequences:	Absenteeism, illness, additional health complications, fines		
Protective measures:	Procedures and Practices		

Employee Responsibility

General:

- In the event of a World Health Organization (WHO) Declared COVID-19 Pandemic or a Region-Specific Epidemic, the information in this SWP is to be shared with all applicable employees.
- Good Hygiene Practices are recommended to be practiced regardless of whether the WHO has declared a Pandemic or Epidemic, including but not limited to: Staying home when sick, keeping up to date on immunizations (Influenza Vaccine), washing hands regularly, coughing/sneezing into a tissue or closed hand. Additional information is available in the Company Safety Manual Section 042 Pandemic Response Plan.
- Management and Site Supervision are expected to execute this plan. On jobsites with crews of more than 20 people, a designated Hygiene Representative may be designated.
- Additional Guidelines for; proper handwashing, disinfecting, self-monitoring and self-isolation are below.
- RHI Magnesita Corporate Safety Bulletins, ESG Communications or additional Local Government Regulations may supersede parts of the Safe Work Practice. Always follow the strictest available standard for the region. Region Specific Documentation is to be supplied with this notice

Pre-Employment Screening —

Prior to hiring workers for employment during a COVID-19 Pandemic, the following questions are to be asked:

1. Have you traveled outside of the Country in the past 14 days?

- If a worker answers “yes”, they are not to attend site. Instruct them to self-isolate and Self-monitor for symptoms for 14 days. If symptoms develop, consult their health care provider or Provincial/State/ Country specific guidelines for further instruction.

- 2. Have you had symptoms of fever, cough, sore throat, fatigue, runny nose or shortness of breath in the past 14 days?**
- 3. Have you had close contact with a person who has a confirmed or probable case of coronavirus in the past 14 days?**
- 4. Have you had close contact with a person who has recently traveled internationally AND has been sick or ill in the past 14 days?**

- If a worker answers “yes” to any of these questions, they are to self-isolate and self-monitor symptoms, and consult their health care provider or Provincial/State/Country specific guidelines for further instruction. In some instances, a Health Link/Telehealth or an online Self-Assessment may be available. Check with you local Government. Region Specific References are to be included in Appendix.
- If a worker refuses to answer the questions, they are to be directed to a physician for a written clearance prior to employment.
- If a worker has been required to self-isolate, they are not to report to any RHI Magnesita office or jobsite until directed by an RHI Magnesita ESG Representative.

Office/Work Site Hygiene Practices:

- Regular hand washing and use of hand sanitizers (if available) is expected by all employees, particularly prior to eating, after eating and after using a washroom facility.
- RHI Magnesita to supply adequate handwashing facilities, disinfectant soap and disinfecting agents for cleaning of inert surfaces.
- Workers are encouraged to obtain appropriate immunizations to help avoid disease.
- Social distancing including; Maintain a 6’ radius from others whenever possible. Increasing the space between employee work/break/eating areas and decreasing the possibility of contact by limiting large or close contact gatherings.
- Tightly confined groups of more than 10 people are prohibited.
- Groups of more than 10 people but not exceeding 50 can exist provided they are taking place in an area with adequate ventilation, a large footprint and individuals are able to maintain appropriate social distancing requirements of 6’ between persons.
- Frequently contacted areas such as doorknobs, faucets, handrails, eating areas are to be regularly cleaned using a disinfectant agent following disinfectant manufacturer instructions and the guide included with this SWP.
- The use of reusable cups is not permitted when using shared appliances such as Coffee Makers or Water Coolers unless proper disinfecting/cleaning procedures have been followed.
- Equipment and/or working surfaces shall be cleaned periodically and when visibly soiled.
- Cover your coughs and sneeze into a tissue to prevent the spread of droplets.
- Avoid touching your face, as COVID-19 typically enters body via the nose and mouth.
- If a worker, during their employment begins to exhibit any of the following symptoms: fever, cough, sore throat, fatigue, runny nose or shortness of breath or has encountered a Confirmed or Suspected case of COVID-19. They are recommended to Self-Isolate and contact their Supervisor Immediately. Supervisor is required to notify the ESG. Further instruction will be provided based on regional requirements.

Respiratory Protective Equipment Usage (RPE)

Job Locations that require the use of RPE due to the presence of Silica/Respirable Dust will be required to:

- Maintain a Separate Area for the Cleaning and Storage of Soiled Respirators. This area is not to be stationed inside an Eating Area or Washroom.
- Disinfectant Mask Wipes or Paper towel and Disinfectant Spray are to be provided to adequate cleaning of masks.
- Designated RPE Cleaning area is to be cleaned frequently including all working surfaces, door handles etc.
- Workers are to ensure masks are being properly bagged using Ziploc style plastic bag.
- Workers are recommended to clean and disinfect masks regularly through their shift.
- Workers are expected to wash their hands after doffing and/or cleaning of a soiled respirator.
- Proper Social Distancing of 6' is required when Doffing or cleaning a soiled respirator.
- Specially designated areas should be created for the donning and doffing of respirators. This area should be cleaned frequently during crew break periods (Immediately after a Mass Doffing Event)
- Workers should not Don a clean respirator in a designated Doffing area.

Coveralls/Site Personal Protective Equipment (PPE)

- RHI Magnesita Supplied Coveralls are to be Dry-cleaned using high heat practices after use. It is recommended that workers not store soiled coveralls in general eating areas.
- Workers are to disinfect their Site PPE as required. Items such as Hard Hats, gloves, boots can be wiped down with a disinfectant cleaner on a Paper towel or using disinfectant wipes.
- Removal of disposable coveralls, and proper disposal prior to entering any office / washroom, lunch facility.

Definitions:

WHO – World Health Organization is a specialised agency of the United Nations responsible for international public health

Pandemic – A worldwide spread of a new Infectious Disease

HealthLink/TeleHealth — A provincial telephone resource which allows individuals to contact a Registered Nurse or Health Care provider for consultation

ESG — Emergency Support Group. Designated RHI Magnesita individuals working alongside additional company officials and local authorities to create Pandemic Specific preventative measures to mitigate risks in real time.

Self-Isolate — The act of isolating or separating oneself or itself from others to prevent the spread of a communicable illness

Self-Monitor — The act of monitoring your health for signs and symptoms of infectious disease

Infectious disease — Diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another

How to handwash:

**Lather
hands for
15 seconds**

1



Wet hands with
warm water.

2



Apply soap.

3



Lather soap and rub
hands palm to palm.

4



Rub in between and
around fingers.

5



Rub back of each hand
with palm of other hand.

6



Rub fingertips of each hand
in opposite palm.

7



Rub each thumb clasped
in opposite hand.

8



Rinse thoroughly under
running water.

9



Pat hands dry with
paper towel.

10



Turn off water using
paper towel.

11



Your hands are now safe.

How to handrub

**Rub hands
for 15
seconds**

1



Apply 1 to 2 pumps
of product to palms
of dry hands.

2



Rub hands
together, palm
to palm.

3



Rub in between and
around fingers.

4



Rub back of each hand
with palm of other
hand.

5



Rub fingertips of each
hand in opposite palm.

6



Rub each thumb clasped in
opposite hand.

7



Rub hands until product
is dry. Do not use paper
towels.

8



Once dry, your hands
are safe.

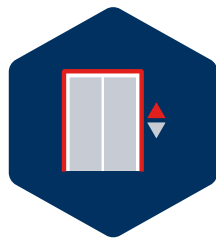
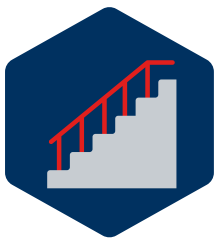
Cleaning and disinfection for public settings

What you should know

- Commonly used cleaners and disinfectants are effective against Covid-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacture's instructions.

Clean frequently touched surfaces twice per day

- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for Covid-19.



Select products

Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

Desinfetantes

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

Desinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded in they become dry.
- Not recommended for heavily soiled surfaces.

Prepare products for use

Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

Desinfectantes

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

Desinfectant Wipes

- Where possible, use pre-mixed solutions.
- Read and follow manufacture's instructions to:
 - properly prepare solution
 - allow adequate contact time for disinfectant to kill germs (see product label)
 - wear gloves when handling cleaning products including wipes
 - wear any other personal protective equipment recommended by the manufacturer

How to self-monitor

Monitor for symptoms for 14 days after exposure



Fever



Cough



Difficulty breathing

Avoid public spaces

Avoid crowded public spaces and places where you cannot easily separate yourself from others if you become ill.

What to do if you develop these or any other symptoms?

- Self-isolate immediately and contact your public health unit and your health care provider.

- To self-isolate you will need:
 - Instructions on how to self-isolate
 - Supply of procedure/ surgical masks (enough for 14 days)
 - Soap, water and/ or alcohol-based hand sanitizer to clean your hands
- When you visit your health care provider, avoid using public transportation such as subways, taxis and shared rides. If unavoidable, wear mask and sit in the back seat.

How to self-isolate



Stay home

- Do not use public transportations, taxis or shared rides.
- Do not go to work, school, or other public places.
- Your health care provider or public health unit will tell you when it is safe to leave.



Limit the number of visitors in your home

- Only have visitors who you must see and keep the visits short.
- Keep away from seniors and people with chronic medical conditions (e.g. diabetes, lung problems, immune deficiency).



Avoid contact with others

- Stay in separate room away from other people in your home as much as possible and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g. open windows).



Keep distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket, and wash your hands. Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
- After emptying the wastebasket wash your hands.



Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel, or with your own cloth towel that no one else shares.
- Use an alcohol-based hand sanitizer if soap and water are not available.



Wear a mask over your nose and mouth

- Wear a mask if you must leave your house to see a health care provider.
- Wear a mask when you are within two metres of other people.

Here for you when you need us — we operating to provide services and solutions to essential industries

For the health and safety of our customers and our employees, we are encouraging that people who can work from home to do so.

If you are in need of Refractory Services for North America, please call:

905-633-4581

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Supervisor Responsibility:

To facilitate and/or provide proper instruction to their workers on safe use, operation and protection requirements. Ensure only a competent and trained worker is designated as the Hygiene Representative.

Training Requirements:

Review of manufacturer's instructions/best practices. Applicable Government and RHI Magnesita Health Guidelines

Resources

- RHI Magnesita Pandemic Response Plan
- Canada Public Health Services

<https://www.canada.ca/en/public-health/services/public-health-practice/canadian-public-health-service.html>

- World Health Organization

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

- Centre for Disease Control COVID-19 Reference

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

- Refractories are vital to manufacturing

<https://www.rhimagnesita.com/wra-refractories-are-essential-for-daily-lives/>

The information presented in this SWP is intended for general use and may NOT apply to all circumstances. Please speak to your Site Supervisor or EH&S Professional regarding any site specific applications, client requirements or legislative requirements that may differ from the above.