

Kentucky Concrete Association – *Healthy at Work*

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the WORLD HEALTH ORGANIZATION (WHO). COVID-19 is extremely contagious and is believed to spread from person-to-person contact. As a result, federal, state and local governments and health agencies recommend social distancing, masks, and have, in many locations, prohibited the congregation of large groups of people.

The KCA and its employees follow all the **Healthy at Work** guidelines as set out by the Commonwealth of Kentucky.

Healthy at Work is a phased approach to reopen Kentucky's economy. It is based on criteria set by public health experts and advice from industry experts. Each phase will be rolled out in steps to ensure the Commonwealth's citizens can safely return to work while still protecting the most vulnerable Kentuckians.

The KCA and its employees will be following all the guidelines for employees and visitors to the KCA Office in Frankfort, KY, including, but not limited to, attendees to the certification classes, meetings and all other situations where non-employees will be in the KCA Office. It is through these guidelines that the KCA, its employees, members and visitors will prevent disease spread.

The following measures are being taken to protect against the spread of COVID-19:

1. Daily testing and health checks of employees and visitors – each time an employee or visitor arrives at the KCA, temperatures will be taken and recorded, and daily symptoms will be recorded. A log will be kept for record-keeping purposes.
 - a. Visitors will be asked to sign-in once arriving at the office so that tracking can be done should employees or visitors test positive in the future.
 - b. If an employee or visitor is displaying any symptoms or is not feeling well, they will be isolated and referred to testing.
 - c. Any person with symptoms will be asked to not enter the building.
 - d. Any person who has been in close contact to a positive case will be asked to remain on self-quarantine for 14 days or until test results are returned negative.
2. Social distancing will be enforced – KCA employees and visitors will be asked to maintain a distance of a minimum of six (6) feet away from other individuals while in the KCA Office, unless is necessary to perform job duties.
3. Universal face covering and other necessary PPE – any person entering the KCA Office will be required to cover their nose and mouth with a face covering, unless doing so would create a serious health or safety hazard.
 - a. Face coverings will be enforced unless the person is able to maintain a safe distance when seated. When not seated, face coverings will be required. Should an individual refuse to wear a face covering, they will not be permitted in the KCA Office or will be asked to leave.
 - b. The KCA will provide face coverings, gloves and hand sanitizer free-of-charge to employees and visitors should they request them. The KCA maintains a stock of gloves, face coverings and hand sanitizers.
4. Hand sanitizers and hand washing – the KCA will provide hand sanitizers for use by employees and visitors. Hand sanitizers are placed around the KCA Office and hand washing is highly encouraged. The KCA has signs in place at all sinks for proper hand-washing procedures as recommended by the WHO.



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The KCA also has signage around the office to educate employees and visitors of proper hygiene, hand washing and other best practices.

5. Restricted common areas – the KCA will be restricting access to common areas in the office, to the greatest extent possible, to maximize social distancing and reduce congregating.
6. Proper sanitation – the KCA will be sanitizing frequently touched surfaces and areas in accordance with Centers for Disease Control (CDC) guidelines.
 - a. Should an employee or visitor test positive, the KCA will immediately restrict access to the contaminated areas, post signage and adequately clean and sanitize the area.
 - b. The area will be off-limits for at least 24 hours if practical.
7. Special accommodations – to the greatest extent possible, the KCA will make special accommodations for employees and visitors at higher risk for severe illness.
8. KCA training – following these guidelines and those from the Commonwealth of Kentucky and CDC, KCA employees and visitors will be trained on these policies and procedures. The KCA recommends that its employees and visitors monitor kycovid19.ky.gov for the latest information on COVID-19.
9. Contact notification – all visitors to the KCA Office will be required to sign-in at the front door upon immediate entrance. The following will be included in the sign-in along with forms for visitors to fill out:
 - a. Date,
 - b. Name,
 - c. Company Name,
 - d. Email Address,
 - e. Phone Number and
 - f. Temperature.

Visitors attending a class will be asked to fill out a form for record-keeping purposes. This form will include, but not limited to:

- a. Current symptoms,
- b. Recent contact to someone who may have come in contact with a person with COVID-19 symptoms, recent COVID-19 test awaiting results or person with positive test results,
- c. If the person has been self-isolating or self-quarantining and
- d. If the person has travelled to an area with high positivity rates.

The purpose of this information will be utilized for contact notification and tracing should it be needed.

The KCA will abide by and follow all recommended guidelines from the Commonwealth of Kentucky and the CDC. This plan will be amended as needed and may not include all steps that the KCA will take to ensure, to the greatest extent possible, the full compliance with any Executive Orders and requirements. Additional steps may be taken that are not laid out in this document. This is just a minimum set in place to ensure the safety of the KCA employees and visitors to the KCA Office and to protect against the spread of COVID-19. For more information, please visit kycovid19.ky.gov, cdc.gov or contact the KCA Office directly at 502-695-1535.