

WARRICK OPERATIONS TRUCK DRIVER INTERFACE PROCEDURE

1.0 PURPOSE:

The Purpose of this document is to define the guidelines for Over the Road Trucker Interface for the impacted areas of Plant Security, Storeroom, Ingot, Rolling and Shipping. Where personnel have direct interface with over the road truck drivers for both inbound and outbound carriers.

2.0 RESPONSIBILITIES AND AUTHORITY:

For department procedures, manuals or work instructions, the department managers or department heads have the responsibility and authority for the implementation and maintenance of the requirements of this procedure.

2.0 ACTIONS/ACTIVITIES:

1. All trucks coming into the Warrick facility must enter through either the Main Gates or the Scale House.
2. **Entry Point (Main Gates and Scale House)** – Trucks arriving at their designated entry point shall undergo pre-entrance COVID-19 screening. This applies to trucks that go to the following designation points:
 - a. Power Plant Chemical delivery
 - b. Power Plant Storeroom
 - c. Operations Storeroom Warehouses
 - d. Smelter Pitch
 - e. Smelter Coke (outside dock)
 - f. Smelter Burn-Off
 - g. Ingot Plant
 - h. Rolling Re-Roll
 - i. Bulk Deliveries to buildings 847, 849, 820 and 879
 - j. Pack & Ship
 - k. All VMI Vendor Crib locations
3. **Point of Entry COVID-19 Screening**
 - a. Pre-entry screening shall consist of temperature taken with a no-touch thermometer and completion of [Doc-S2] point of entry Symptom Screening Questionnaire.
 - b. Individuals who answer 1 or 2, plus 3 YES, or 1 and 2, plus 4 YES are to be denied entry.
 - c. Individuals denied entry will be provided a copy of the CDC COVID-19 Factsheet and Med War - 01 if it is determined you need to rule out COVID.
 - i. The trucker will be instructed to contact their dispatcher so they can reschedule delivery of load/goods.
 - ii. Verification of medical clearance (i.e. person has been determined to NOT have COVID-19 or has had a negative COVID-19 diagnostic test) must be sent to WAR Badges by the driver's employer prior to the reentry of the specific truck driver to the facility.
 - d. For situations where the trucker was not experiencing any symptoms such as fever and cough at entry but starts experiencing these symptoms at the point of delivery or receiving of goods, the following actions must be taken:

- truck driver will be required to put on face mask immediately and practice social distancing
 - Isolate the trucker to waiting area designated by department where no other individuals are present or to their vehicle until delivery or unloading of goods is complete.
 - For more severe symptoms such as; difficulty breathing or shortness of breath, call the emergency number and advise of possible COVID-19 symptoms and follow instructions provided by emergency number attendant.
- e. If the Truck Driver passes the Symptoms Screening Questionnaire, then provide:
- i. Temporary Badge
 - ii. Directions to delivery location
 - iii. Plant navigation instructions
- f. For truck drivers that have temporary badges, the truck driver needs to stop at the Main gate to drop off the temporary badge before leaving plant site.
4. All Point of Entry locations listed in section **2.0 Actions/Activities #1 Entry Point (Main Gates and Scale House)** will follow their respective Safe Work Instructions and will add the following actions/activities for COVID-19 preventiveness:
- a. Practice Social Distancing, at minimum 6 feet between truck driver and operator, Vendor and Crib Attendants in VMI delivery areas
 - b. Instruct truck driver to put on mask before interacting with operators
 - c. Wear Nitrile disposable gloves where there is direct interaction with truck drivers
 - d. Wear face masks where there is direct interaction with the truck driver
 - e. Operators/Employees and Truck drivers should not share writing pens used for paperwork
 - f. The scale house will not allow more than 10 trucks to go to P&S at one time unless instructed by P&S Crew Leader.
 - g. Hand wash station has been provided for truck drivers to wash hands at 134F in Ingot Plant, Mix Room and Pack & Ship prior to any interaction with operators.
 - h. Porta Johns have been put in place outside the entry points for Truck drivers to use as they are not to use employee restrooms
 - i. **Vendor Managed Inventory (VMI)**
 - i. VMI vendors should make every effort to communicate all services with Crib attendants via phone, text or email and limit direct contact with employees to areas they are servicing.
 - ii. Warrick samples for vendors will be placed in a designated sample area eliminating direct contact between personnel
 - iii. Documents requiring signatures will be left at designated signing counter
 - iv. Crib Attendant to sanitize all areas directly contacted by vendor immediately upon completion of every interaction

5.0 CHANGE CONTROL:

The requirements of this procedure are in effect until the procedure has been deemed obsolete by the department managers or department heads that have the responsibility and authority represented to do so.

6.0 PROCESS FLOW DIAGRAM:

