CORONAVIRUS SARS-COVID-19 PANDEMIC
RISK CONTROL MEASURES FOR SITE WORKERS

During the Covid-19 Pandemic Full Lockdown the following rules are to be followed.

Site workers must be consulted on the arrangements and must voluntarily agree to return to office working.

All staff are to read and understand the symptoms of, and control measures to mitigate the spread of Covid-19, using https://www.nhs.uk/conditions/coronavirus-covid-19/ as a reference.

For site offices, the rules in the separate Office Workers Covid-19 Risk Control Measures to be followed.

Planning / Preparation for Site Work During Covid-19 Pandemic

1. Site occupancy kept to a minimum with only the minimum number of people needed to be on site to operate safely and effectively, for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely. Support staff to stay at home. Clinically vulnerable people to stay at home.

2. Work-task risk assessment to be undertaken to identify pinch points where the 2 metres proximity rule may be breached and necessary actions implemented, selecting face masks as the very last option.

3. Fixed team or partnering used, so each person works with only a few others, so to reduce the number of people each person has contact.

4. Vehicles must by preference be single occupancy but if not practicable passengers sitting side by side with windows preferably open, ventilation on open circulation and full, and face masks worn. Any middle seat must not be used.

5. Tools must not be shared. This may require the purchase / hire additional tools and have a method of separating them in the vehicle rear compartment and any site stores.

6. Additional hand washing facilities provided. Hand sanitizer is to be provided at all entry points and strategically around the site. Pop-up washbasins with soap to be considered. Hand-washing guidance posters displayed. Additional bins to be provided on site.

7. Arrangements implemented to eliminate the sharing of paperwork and use of wet signatures eg suspend the requirement for crew to sign induction forms, task briefings, tool box receipts etc, particularly when using a register-type form with multiple signatories. Alternatives are take a photograph of site attendees, have Site Supervisor use electronic forms, consider use of QR codes. Any completed hand-written forms to be photographed and sent to the administration team.

8. Inoculations: To protect themselves and others. workers should be encouraged to receive Covid-19 inoculations when the NHS offer them, but cannot be forced to as this would infringe their human rights.

9. Support for workers around mental health and wellbeing provided. This could include access to trained mental Health First Aiders, telephone support via a company Employee Assistance Programme or a charity like MIND.

Operational Control on Sites

1. **Display Instructional Signage:**

   - All fixed construction sites by law to display at the entry point the Government Staying COVID-19 Secure 5 Steps Declaration Poster, which shall be signed by a member of top management.

   - Display NHS Covid-19 instructional signage at entry points and strategically in offices.

2. **Testing**
   - Workers must be tested for Covid-19 weekly and have a negative result. Testing to be done in the workplace or at a Community Testing Centre. The Community Testing Centre will require those tested not be showing symptoms of the virus.

3. **Good Hygiene**

- Hand sanitiser installed at all site entry points and strategically around site.
- Workers to observe good hand hygiene. Regular hand washing with soap and water is essential and must be for twenty seconds or use hand sanitizer.
- Use individual or disposable cups, cutlery and plates. Refill and wash off own used crocks, do not allow used crocks to be left in sinks.
- Surfaces clean regularly with anti-bacterial sprays and disposable wipes. This includes rest rooms, welfare units, door handles, vehicle door handles etc.
- Workers must not share work equipment or PPE.
- In the event of a worker having a Positive test result, work site to be fully sanitised before permitting work to continue. Workers only need to self-isolate if contacted by NHS Test and Trace.

4. **Practice Social Distancing**

Workers must practice social by keeping 2m from others. Suggestions are:

- Use signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.
- Travel in individual vehicles or use screens to separate driver and passenger. If this is not possible then driver and passenger to wear face coverings and ensure good ventilation in the vehicle.
- Stagger start and finish times to reduce site congestion.
- Increase the number of site access points.
- Implement one-way pedestrian flow systems and display instructional signage.
- Hold briefings and meetings outside, with a maximum of six people, ensuring 2m rule applied. To aid this, set out a 3 x 3 grid and have each person stand on an intersection.
- Eliminate virus hand-transfer risks eg use electronic means of record keeping eg take photographs rather than written signatures, eliminate touch-pad security systems, don't share tools, phones, desks, pens etc.
- Use back-to-back or side-to-side working (rather than face-to-face).
- Keeping the activity time involved as short as possible.
- Segregate teams of different workers.
- Regulate use of high pedestrian traffic areas
- To small rooms e.g. stores, rest rooms display "Occupied" warning signage when an individual is inside.
- If staying in local accommodation, staffs are to have own room sand eat whilst maintaining the principles of social distancing.

5. **Face Coverings**

- Face coverings to be worn when moving around sites and if working within 2 metres of each other. Face coverings may not be worn when working more than two metres away from another person.
- Face coverings to be EN standard EN14683:2019 'standard' surgical type I or II mask (3 layers) or FPP2.
- Face covering are not currently defined as personal protective equipment and thus employers are not currently required by law to provide them.
- Faceshields may be provided where individuals have protected status under medical health or religious reasons or do not like face coverings. Face shields need to be EN standard EN166.
- Exemptions from face coverings or face shields only apply to those with protected characteristics such as severe claustrophobia or a mental health aspect that doesn't cope with a face covering. Respiratory issues like asthma are rarely affected by face shields.
- Face coverings or masks must be purchased from a reputable retailer. Additional care to be taken when purchasing from local independent shops or generic online retailers as there are non-compliant masks and fake masks on the market.

6. **Preparedness for non-Covid Emergencies during the Pandemic**

- In the case of a non-Covid related injury / ill-health requiring first aid treatment, fire, evacuation or another emergency incident, the 2 metre rule and surface contact rule is suspended.
- First aiders to wear appropriate face coverings, FPP3 mask if available but any face covering will be appropriate. If the injured party isn't suffering breathing problems, a face mask / covering to be put on them on them too. If the injured party is suspected of having Covid-19, see emergency response procedures below.

Action to Be Taken for Coronavirus Symptoms

1. What to do if symptoms displayed

If any individual believes they have any of the above symptoms they are to immediately self-isolate and are strongly recommended to arrange a Covid-19 test. A test can be got by anyone who has symptoms, has been asked by a HNS representative to get a test to confirm a positive result, or if they live / work in close contact with someone who has symptoms.: See
https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-they-have-coronavirus/ ,
or see the guidance in the NHS Test & Trace App. They should only call 119 if they have no internet access.

If the individual has symptoms, they must give an initial alert to the people with whom they have had close contact with over the last 72 hours. They must tell them that they might have coronavirus but are waiting for a test result, but at the moment the individual needs to take no action.

Close contact counts as:

- Having face-to-face contact with someone less than 1 metre away (this includes times where the individuals have worn a face covering or a face mask)

- Spending more than 15 minutes within 2 metres of someone

- Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on another form of transport.

For workers who show symptoms or have a positive test, the XXX must be informed so that the required alerts can be issued to staff.

Whilst awaiting the test potentially affected workers are to be recommended to reduce contacts, but only need to self-isolate if Test and Trace contact them as the affected person had a positive test. See below.

2. What to Do if Positive Test

If a test confirms positive or the symptoms show that it is highly like to be Covid-19 the individual(s) must self-isolate for 10 days following the onset of symptoms. All those that have been in close contact with a person who has tested positive for coronavirus must self-isolate for 5 days.

If they test positive for coronavirus, the NHS Test and Trace service may send an alert via the App, or if no App via text, email or call, and will ask them to share details of people with whom they have had close, recent contact (last 72 hours) and places they have visited. It is important that they respond as soon as possible so that they can give appropriate advice to those who need it. They will be told to do this online via a secure website or that they will be called by one of their contact tracers. If NHS Test and Trace contact tracers are unable to contact them for 24 hours, they may pass their case to the local authority to follow up by phone or in person.

If both individuals had the NHS Test & Trace App operating, then the App may automatically instruct the individuals to self-isolate if one of the individuals has a positive result. The App will alert any other person who has the App who has been in close contact.

3. What to Do if Negative Test

If their test is negative, other household members no longer need to self-isolate. If the individual feels well and no longer have symptoms similar to coronavirus, they can stop self-isolating after 48 hours after the test unless they have been contacted separately by NHS Test and Trace as a contact of someone who has tested positive.

4. Notification of Close Contact by NHS Test and Trace

If the individual is contacted by the NHS Test and Trace service because they have been in close contact with someone who has tested positive for coronavirus then they must immediately self-isolate for 10 days from the last contact with that person.

If the individual develop symptoms, then they should get a test and follow the guidance as per above.

Individuals with no symptoms can come out of isolation on the 11th day.