

COVID-19 (CORONAVIRUS)

GUIDANCE FOR SITES

Issue 12

27th January 2021



1. Introduction

The Government continues to take action to delay the spread of COVID-19. The United Living Group supports and promotes these measures and have taken similar actions to help protect our people. These are exceptional circumstances and the industry must comply with the latest Government advice, further informed by the Construction Leadership Council guidance on Coronavirus at all times.

The regular or standard health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, the required materials and equipment or protective equipment or social distancing being implemented, it should not take place.

This guidance applies to starting and operating sites.

Site teams must take time to plan work with our supply chain partners to account for the social distancing and other COVID-19 considerations, this should include arrangements to remind the workforce at every opportunity of the Site COVID-19 Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If we can't work safely then we don't work.

Working within the COVID Tiercategories.

With the implementation of the four-tiered system in England [Wales subject to a separate guidance note] the following summary confirms our position on these changes based on Government and CLC guidance.

Local COVID-19 alert level medium – Tier 1

- Businesses can continue to operate in a COVID-19 -secure manner.
- Managers to liaise with teams to identify where working from home can be done effectively.

Local COVID-19 alert level high – Tier 2

- Businesses can continue to operate in a COVID-secure manner.
- You can continue to travel for work but should look to reduce the number of journeys you make where possible.

Local COVID-19 alert level very high – Tier 3

- Businesses can continue to operate in a COVID-secure manner.
- You should try to avoid travelling outside the very high alert area you are in or entering a very high alert level area, other than for things like work.
- Work from home where you can effectively do so.

Local COVID-19 alert level stay at home – Tier 4

You can't leave or be outside of the place you are living unless you have a reasonable excuse:

- Work and volunteering, where your normal place of work is open and you cannot work from home.
- Essential activities – food, medicine, banking and caring for someone else.
- Fulfilling legal obligation.
- Education, including taking children to school.

2. A reminder: Self-Isolation

Staff should sign up for the NHS track and trace app either on your work or mobile phone / smart device.

Anyone who meets any of the following criteria **MUST NOT** come to site or enter a UL office and must self-isolate:

- Has symptoms of COVID-19:
 - High temperature (37.8 Deg C and above) or a new persistent cough.
 - A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- Received a positive COVID-19 test result.
- A member of their household or support bubble is showing signs of COVID-19 or has a positive test result.
- Returned from a country that is not on the travel corridor list.
- Have been contacted by the NHS Test and Trace Service, see S15.

It is a legal requirement to self-isolate in the event of a positive COVID-19 test or when told to do so by NHS Test & Trace.

If there are 5 or more cases of COVID-19 in a single location over a 14-day period, and you have not had public health support, then you should notify Public Health England.

3. If you have symptoms

If an employee develops symptoms.

- If you develop any symptoms whilst you are at work **YOU MUST** go home immediately and call your line manager. Try not to touch anything
- If you are showing any symptoms whilst at home **DO NOT** travel or go to your place of work.
- In the event of displaying symptoms, arrange a test via the NHS helpline or website. Do not report for work whilst you are waiting for the result. Stay at home and keep your line manager informed.
- If your test is positive let your line manager know and stay at home for 10 days (from the symptom onset). Anybody living with you needs to follow guidelines and isolate for 14 days.
- All line managers must escalate to their line manager/ Business MD or nominated person/ HR Business Partner and establish a MS Teams call immediately a member of the project team/staff report a positive test or are required to isolate including being told by NHS Track and Trace. In addition to the BU MD, and HR business partner, business SHEQ manager, SHEQ Director, COO and the person in isolation must be invited onto the MS Teams Call.
- Where there is a risk that COVID-19 may have been transmitted to another UL employee then reassurance testing can be undertaken (see 4.f) For clarity there is a risk of transmission where face to face contact, within 1 meter, has occurred, where they could have been coughed on, or had a conversation; skin to skin contact; or contact less than a 1 meter for one minute or longer without facial protection; a person who has been within 2 meters for more than 15 minutes; or a person who has travelled in a small or large vehicle.

- The line manager is to organise a deep clean of the areas that any person with symptoms and/or tested positive has occupied in the 2 days prior to showing symptoms and or being tested positive.
- If any employee is notified through the NHS test and trace app to self-isolate then the instructions given by the NHS must be followed. Do not come into work and call your line manager to notify them.
- If you or a family member that you live with has any symptoms, even if you think it could be another cause, for example you may have a common cold, then do not take a risk and get tested and likewise immediately inform your line manager and stay at home until you have the results.
- In the case of family members, friends or work colleagues outside those that you live, there is no current guidance that suggests you need to self-isolate. An example may be a child being sent home from school because somebody in their school bubble has tested positive.

4. Roles and responsibilities

a. Considerations for Staffing Levels

It is predictable that our staffing levels could be compromised particularly where our teams are co-habiting in site accommodation even maintaining 2m+ (amended to 1m + with additional risk mitigation measures). The following points are considerations to determine the level of supervision for a working site:

- As a basic principle maintain one appointed and appropriately competent staff member for each site to oversee operations. If this cannot be achieved contact your lead Ops and SHEQ.
- Absolute minimum to maintain legal requirements, e.g. First Aid cover. Consider your supply chain partners who are likely to have first aiders in their teams that can be appointed. This is likely to change, day to day, and must therefore be reviewed daily.
- Maintain a level of H&S knowledge and expertise. This can be a qualified SMSTS person on site at all times.
- Where possible split your site teams and stagger attendance by time of day or different days. This must consider the number of operatives, trades, spread of the site, and activity to ensure the level of supervision provided is sufficient at any one time.
- If adequate staffing levels cannot be established or maintained then the site cannot start or continue.
- Contact procurement early in mobilisation plans to resource signage, protective equipment, cleaning requirements and other items considered necessary to meet this guidance.
- Make arrangements for site documentation to be reviewed and updated for COVID-19 considerations, including Construction phase plan, emergency response and site inductions, and record these changes on Aconex.

b. Staff Essential Attendance

There will be site roles that can continue to work from home, for example: QS, planners and designers, SHEQ.

- Anybody in these roles encouraged to continue working from home to reduce the site attendance.
- If attending site is required, e.g. measurement, inspections, then limit attendance for the task only and any report writing or similar support work to be done when the person has returned home. If there is no reason to use the site accommodation then encourage people not to do so.
- To enable the works to be measured against the requirements of applicable standards, consider photographic recording of all works undertaken to be documented and referenced to relevant Test and Inspection plans.

- The collated information will be uploaded to the Aconex Management System for access to authorised users.

c. Additional Cleaning Roles

We will need to step up our cleaning regimes and routines.

- To ensure that the accountability and responsibility is clear for this an individual must be appointed.
- This could be part of a person's existing role.
- For larger sites a dedicated cleaner(s) should be appointed. This could be an external cleaning company or sourced from the site team/ operatives.
- Arrange for regular checks on the tasks of these dedicated people and record findings.

d. Engaging with our contractors

We are not alone in arranging and managing our sites for a COVID-19 environment. Early engagement with our contractors is paramount. Some considerations:

- Have arrangements to share risk assessments and agreed controls with the workforce.
- Ensure that our supply chain is managing its workforce to minimize the risk of COVID-19 transmission, in particular their transient workforce within the UM and external to the UK.
- Challenge contractors to review RAMS and re-design work activities to maintain 2m or 1m with additional risk mitigation distancing.
- Identify any activities that cannot achieve the 2m or 1m with additional risk mitigation distancing, challenge alternative solutions to reduce the risk, for example manual handling aides to avoid two-person lifts.
- Be clear about the preparation site arrangements for contract workers before they arrive at site.
- Plan to re-induct workers to the site including a specific COVID-19 briefing and the general site induction, do this outside if possible, restrict numbers attending to maintain 2m or 1m with additional risk mitigation distancing.
- Ensure the contractors have supplies of protective equipment to meet the requirements of their RAMS and COVID-19 protection.

e. Responsibility from all

- Do not report for work if you have any of the symptoms.
- If you start to feel unwell anytime during a working shift, immediately report to your line manager and isolate on site whilst arrangements are made to get you home.
- Personally observe and challenge others with socially distancing.
- Take personal hygiene standards seriously, regularly washing your hands and wiping down things that you use in common areas, e.g. canteen areas.
- Attend daily briefings, actively listening and offering suggestions and opportunities for improvement.
- Do not share your tools and equipment and regularly wipe them down or wash them where possible.
- Bring your own food and drink containers, and crockery where applicable.
- Make arrangements to take work cloths home and regularly washed.
- If you have any concerns, we want to know so that we can fix things and all learn, raise any concerns with your line manager.

f. Action following a positive test

In situations where an employee or contractor reports a positive COVID-19 test result the following actions are to be taken:

- The individual is told to stay at home, or immediately sent home.
- Arrange a Team call with your Operational Lead/ Contract Manager/ HR Business Partner and SHEQ Manager. This call will review the individual circumstances and agree the appropriate course of action.

If it is a UL employee who has tested positive, and it is considered that there is a risk of transmission to other UL employees, then reassurance testing may be undertaken using UL provided kits. The kits are available from key individuals (see Appendix 1). Kits will only be issued when a positive test has been confirmed.

The key individual will only issue kits for testing UL employees and they will record the key information detailed on the Rapid Flow Test Record Sheet (Appendix 2).

If the UL test returns a negative result then no further action is required, apart from recording the result, subject to them not being contacted by Track and Trace, or if another member of their household is isolating.

If the UL test is positive, then the individual must not return to work and should contact the NHS to organize a further test. If the NHS test is negative then the individual can return to work, again subject to them not being contacted by Track and Trace, or if another member of their household is isolating.

If the NHS test is positive the individual should NOT return to work and should follow NHS and PHE guidelines and inform their line manager. The test form should also be updated.

Once completed all UL test forms should be returned to the relevant HR Business partner.

It is unlikely that any two situations of a positive test are likely to be the same. Each situation needs to be taken on a case by case basis and the Team call, stated in the 2nd bullet point, will ensure consistent action is agreed and taken for each reported situation.

5. Considerations with suggested options for site working

Once at site it is mandatory that you wear a face covering before entering the site.

a. Travel to Site

Wherever possible workers should travel to site alone using their own transport to help make this easier for workers and consider the following:

- Try not to share transport, where there is no option they should try to:
 - Share with the same individuals and with the minimum number of people.
 - Keep the windows open and do not use the recirculating air function in the vehicle.
 - Where seating arrangements allow travel side by side or behind other people rather than facing them.
 - Maximise the distance between people.
 - Wear a face covering.
 - Make sure the vehicle is cleaned between journeys, especially touch points.
- Arrange for parking for additional cars, motorcycles and bicycles, this may be possible with local private or public amenities, for example; NCP or public houses, community centres at a small fee for example.
- Promote and encourage other means of transport to avoid public transport e.g. cycling & walking.

- Consider and have contingency for someone taken ill to get them home, they may be fit to drive with a checking-in arrangement when they arrive home, or a family member may be able to collect them, use of local taxis/Uber may be an option, have a room/ area dedicated for them to wait in with a cleaning procedure agreed.
- Using mini-buses may provide an alternative option, limited to three people to maintain social distancing inside, and good ventilation, for example, all facing in the same direction.
- If public transport is the only option consider staggering start and finish times to avoid peak time travel, consider having defined walking routes from mainline stations to site to avoid using public transport.

b. Site Access and Work Areas

- All people attending site must confirm that they do not have any symptoms of COVID-19. This could be taken by individuals 'signing in' presenting themselves for work.
- Everyone on site must wear a suitable face covering, except when eating or drinking, sitting at their desk, if you are the only person in a room or you are operating plant with an enclosed cab.
- An option is to use a non-contact thermometer device to test people's temperature, this may depend on the size of the site, number of workers, the impact of staggered times and maintaining social distancing. People can also be asymptomatic for a few days before showing signs of COVID-19 so the use of these devices may not be 100% accurate.
- Stop all non-essential visitors, including clients and supply chain team members.
- Prevent public access, e.g. secure the site and have a contact number posted for people to call.
- Introduce staggered start and finish times to reduce congestion and contact at all times, mark out 2m or 1m with additional risk mitigation measures to help workers maintain the social distancing as they queue to enter the site.
- Provide hand cleaning facilities at the entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.
- Consider different entrance and exits with one way traffic routes, (may be only achievable on larger sites).
- Monitor the site access points to enable social distancing you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
- Fingerprint scanners are acceptable with additional cleaning arrangements. [The benefits are huge for detailed information of access and egress, numbers on site and training/ induction records].
- Another option may be to allocate all workers a number and designate a team member to record these numbers as people arrive and shout them out, this avoids using pen and paper by everybody, and repeat at the end of the shift as workers leave. Another option is for one person to 'sign-in' all site attendees to eliminate the communal use of pen and paper. Eliminate any exit/ entrance by workers during the shift.
- All workers to wash or clean their hands before entering or leaving the site. Allow plenty of space (two metres) between people waiting to enter site.
- Regularly clean common contact surfaces in reception areas, offices, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

- On larger sites or those that have space, if a one-way system (a staircase up-only and down-only for example) for pedestrians can be maintained then this will help prevent people walking close together. If this can be maintained within the project and around the site it will help maintain the principles of social distancing.
- Consider marshals, self-policing and buddy systems to help reinforce the behaviour and arrangements for social distancing, logistics teams maybe designated as 'marshals' with identification on hi-vis vests.
- Consider splitting workers into teams to help staggering start and finish, meal and break times, designating them as red team, blue team etc. This may be by area, trade or interdependency.
- Ensure adequate signage in all common areas to maintain the messaging to help create and maintain behaviours for compliance to the control measures, e.g. social distancing and personal hygiene, donning face covering etc.
- Stairs should be used in preference to lifts or hoists. Where lifts or hoists must be used: Lower their capacity to reduce congestion and contact at all times and regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces.

5.3 Hand Washing

Provide additional hand washing facilities (e.g. on entry and leaving site/work areas) to the usual welfare facilities for a large spread out site or where we have significant numbers of personnel on site.

- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Designate an individual to regularly clean the hand washing facilities and check soap and sanitiser levels.
- Provide more bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

5.4 Toilet Facilities

Restrict the number of people using toilet facilities at any one time, let people know the maximum number, use hazard tape to take some cubicles or urinals and sinks out of action to drive home the 2m distance. Consider allocating an individual as a welfare attendant if this would add value.

Wash hands before and after using toilet facilities.

- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush handles.
- Consider additions toilet facilities if demand will be high and space is available.
- Restrict the number of people in the toilets at any one time, this will be determined by the size of the facility, clearly state the maximum number of occupants at any one time with external signage.
- Portable toilets should be avoided wherever possible, if they are the only option these should be cleaned and emptied more frequently.
- Consider relaxing the times for workers to use toilets more frequently to avoid a rush at break and meal times.
- Provide more rubbish bins for hand towels with regular removal and disposal.

5.5 Canteens and Eating Arrangements

With local cafes and restaurants generally closed, canteens need to be made available, thought through and planned. Where possible we should try and maintain the provision for heating food and providing a hot drink. Designate individuals to keep kettles and microwaves clean, make each person using them responsible as well and provide cloths and soap that kettles and microwaves can be easily cleaned by users. Consider paper plates/cups to reduce the risk of cross contamination from ceramic communal mugs/ plates and crockery.

- Where possible encourage workers to take breaks in their vehicles and/ or using outside space where possible.
- Consider paper plates/cups to reduce the risk of cross contamination from ceramic communal mugs/ plates and crockery.
- The workforce should also be required to stay on site once they have entered it and not use local shops.
- Dedicated eating areas should be identified on site to reduce food waste and contamination, as we move into warmer weather outside seating areas will be an option (if space allows) to give more seating opportunities for workers.
- Break times should be staggered to reduce congestion and contact at all times, consider the colour coding idea to generate teams that may be easier to manage.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact, hazard tape up fixed seats or remove those you can to encourage the 2m distance compliance.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only, with payment by contactless card wherever possible.
- Crockery, eating utensils, cups etc. should be disposable to avoid the risk of cross contamination.
- Drinking water should be provided with enhanced cleaning measures for the water dispensing mechanism.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, tables, microwaves, kettles, tea, coffee, sugar jars, fridges, door handles, vending machines and payment devices.

5.6 Changing Facilities, Showers and Drying Rooms

Introduce staggered start and finish times to reduce congestion and contact at all times, and include maximum numbers in an area at one time to assist the 2m distance compliance. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. This may be best achieved by having a dedicated cleaner(s) with the remit to constantly rotate cleaning all the areas identified in this guidance, introduce checking/sign in sheet to demonstrate compliance, as we observe in many restaurants.

- Encourage workers to take their workwear home daily rather than leaving it onsite.
- Consider increasing the number or size of facilities available on site if possible or reallocate cabins for other purposes, e.g. office cabins as extra seating at meal times.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide more rubbish bins in these areas with regular removal and disposal.

5.7 Avoiding Close Working

The overriding control and aim is to continue to maintain 2m distancing at all times. If a task prevents this from being achievable then consider if that task is essential, can it be delayed or the work planned/ arranged differently. If the task needs to be done and 2m social distancing cannot be achieved then raise this with the contractor and Ops Lead/ SHEQ advisor to consider and plan reducing the risk/alternative solutions.

The following are options and considerations to minimise the risk of being unable to meet the 2m+ rule:

- Rearrange tasks to enable them to be done by one person, or people working 2m apart.
- Avoid skin to skin or face to face contact.
- Consider alternative or additional mechanical aids to reduce worker interface.
- Minimise the frequency and time workers are within 2m of each other.
- Minimise the number of workers involved.
- Workers are side by side, or facing away from each other.
- Keep worker in the same small groups and away from other groups or individuals.
- Consider introducing an enhanced authorisation process.
- Consider additional supervision/ monitors to govern compliance.

5.8 Specific Guidance whilst Working in Occupied Properties

You must wear a face covering if you are working in an occupied property.

For anybody who needs to enter a property, before entry and every day the property is entered, ask the following questions (from a 2m distance):

- Does anyone in the house have COVID-19 symptoms?
- Is anyone in the house self-isolating, or been told to self-isolate?

If the answer to either of the questions is yes, then do not enter the property and advise the resident that another appointment will have to be made. You should then seek advice from your line manager.

When working in the property wipe down all surfaces and tools, wash your hands or use hand sanitiser regularly, especially before and after entry.

Ensure that you maintain a 2m distance from anyone in the property, ideally the resident should be in another room where space.

5.9 Protective Equipment

Plan all other work to minimise contact between workers. The first principles of self-protection and control is within the government guidance: no vulnerable or shielded people to attend work, stay home if you have symptoms, keep 2m+ distancing and exercise personal hygiene at all times.

The benefits of face coverings/ visors are debatable as a protection/ prevention measure in general and common situations where people have no signs/ or symptoms. [Clearly PPE is essential for front-line NHS staff!].

- We all have personal opinions on protective equipment. For many face coverings give a level of protection that we feel personally beneficial and helps maintain our mojo. For this reason, face coverings and/or visors should be made available for personal preferences/choice.
- PPE should not be used for COVID-19 control where 2m+ social distancing cannot be met.
- Plan for COVID-19 risks to be managed through social distancing, hygiene, and the hierarchy of controls (eliminate, reduce, isolate, control) and not through a default to PPE.
- Reliance on the extra use of PPE to protect against COVID-19 alone is not appropriate.

- Re-usable face covering should be thoroughly cleaned after use and not shared between workers. Single use face covering should be disposed of so that it cannot be reused.
- Disposable face coverings should be bagged in black bin liners for disposal in land fill.

5.10 Site Admin

- Only absolutely necessary meeting participants should attend. Attendees should be two metres apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation Consider holding meetings in open areas where possible.
- Develop project COVID-19 action plans that summarise the actions taken by the site team. These can be a living document with photos added to demonstrate the actions taken. These should be uploaded to share point and that will give visibility of the actions taken to others that cannot attend site, these are our historical record of the actions taken.
- Our contractors should be doing the same for their people. Detailing and illustrating how they are supporting the FFG/ULG requirements and any specific measures they are taking for their own people.
- The contractor's plans/RAMS need to detail the tasks to be undertaken and additional measures implemented to maintain the 2mtrs social distancing, use the RAMS challenge process to thoroughly challenge and test the revised RAMS.
- Have lots of signage to remind people of the requirements and hygiene preferences, e.g. washing hands.
- Regular TBT/ briefings, in small groups and outside if possible to repeat the messages and controls/ arrangements in place and the importance of them – changing behaviours and getting buy-in will be the real challenge.
- Consider 'social distancing marshals' to patrol the project regularly to encourage and support compliance.
- There are alarm systems available where a personal alarm sounds if a person gets within 2m of another, these may be an option to help maintain social distancing on some sites.

5.11 Cleaning

- Nominate an individual(s) where possible to ensure accountability and responsibility is clear and easier to manage and evidence.
- Encourage, insist and monitor individuals taking responsibility for cleaning after themselves too, e.g. when using canteen equipment.
- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities, toilet flush and seats.
 - Door handles and push plates.
 - Hand rails on staircases and corridors, lift and hoist controls.
 - Machinery and equipment controls, food preparation and eating surfaces, telephone equipment.
 - Keyboards, photocopiers and other office equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

5.12 Emergency Services Response and First Aid (also S8)

First aid needs to be arranged and provided to preserve life. Our emergency services are exceptionally busy at this time and response times may be extended. In planning first aid and considering emergency response consider the following:

- Consider the FA cover required for the site activities, the size and configuration of the site; numbers of workers and consider the resources of FA with our contractors.
- Review and update the site emergency plans.
- Consider the potential delays in emergency response (e.g. fire and rescue and Ambulance service) and the effect that could have on site tasks and activities.
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

5.13 Face Coverings

The following guidance is based on the update from the Construction Leadership Council regarding the use of face coverings in Construction during COVID-19, dated 29th September 2020.

The guidance proposes where workers on site are not required to wear RPE and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms), meets all of the criteria below, their employer should make face coverings available.

We have already taken extensive steps to keep people secure from COVID-19: embracing the social distancing, cleaning regimes, staggered start and finish times, working in bubbles etc. With the CLC and Government guidance the requirement for face coverings in some situations has developed and become more prescriptive.

Therefore it is now a requirement that everyone will be required to wear face coverings in all areas and at all times whilst on site, except when eating or drinking, sitting at your desk in if you are the only person in a room.. Everyone must put on a face covering before entering a site e.g. entering through the turnstile, red hoop access or similar.

Our expectation is that everybody complies. To help achieve compliance, exercise encouragement and support in the first instance. If there are regular offenders, unless they have medical evidence that they cannot wear a face covering then refer them to their employer for appropriate action to be taken.

6. Off-Loading Plant & Materials

Site management are to plan approximate time slots for deliveries and collections, as per normal activities. Delivery drivers and third party operatives are to be given a point of contact at the site and when they are at the site to liaise with that person for further instructions.

- Many suppliers are moving to contactless transactions, this should be encouraged and supported.
- The third-party delivery drivers are to be encouraged to wash/ clean their hands before making deliveries.
- Some items of plant, such as dumpers and excavators, require the delivery driver to unload them. In this instance, an appointed operative (possibly the designated driver) should thoroughly clean the delivered plant cab, access aids and controls after the delivery driver has finished moving it.
- If a delivery driver has to exit their cab for any other reason (i.e. to operate a Hiab for lifting deliveries, unchain plant etc...) they must wear a face covering all times with hand washing/ sanitiser use.
- Regularly clean the inside of vehicle cabs particularly, when used by different drivers.
- Other deliveries to and from site including waste skip drop off/pick up, fuel deliveries and the collection of waste material must be co-ordinated with Site management. All delivery operatives are to receive a suitable site instruction and (where required) vehicle movements are to be banksman controlled. Social distancing to be enforced at all times.

7. Receipt of Construction Materials

Where practicable, all delivery drivers will remain in their cabs and site management to sign delivery paperwork.

If delivery materials are handled (i.e. clip boards etc...) staff/workers are to clean their hands after handling such items.

8. Storage of Materials

Materials delivered to site to be placed in a suitable/designated area.

Workers are to be encouraged to regularly clean their personal materials, tools and electrical equipment (grinders, drills etc...). And to be encouraged not to share or loan their personal tools and equipment with others.

Lids and handles to waste skips (general, wood/metal etc...) to store/other containers will be included in the site daily clean. Where practicable, surfaces inside the containers will also be cleaned.

The site fuel bowser will be located as per the site layout drawing. The fuel bowser's lock and handles are to be included in the daily site clean.

9. First Aid

It is predictable that we will need to administer first aid as we start site activities.

The main point to remember is that everybody attending site is asked on a daily basis that they do not have signs or symptoms of COVID-19 (raised temperature and new persistent cough), and if they have got these symptoms to stay at home. Strict adherence and commitment to this basic control, from all those attending site, will significantly reduce the risk of COVID-19 contamination in the event that first aid is required by an injured person.

- Regularly wash your hands with soap and water where possible and throughout the treatment period, at the least before and after giving FA.
- For extra precautionary measures it is recommended that first aid kits are supplemented with the following:
 - Face mask – surgical type, [min 2, one for casualty, one for First Aider].
 - Face shield.
 - Gloves.
 - Resuscitation face shield, for mouth to mouth, see below.
- These may not be able to be added into the first aid kit. They can be attached using an additional bag to the FA kit. All this precautionary protective equipment is 'one use only' when FA has been applied and should be disposed.
- After contact with the individual, wash your hands thoroughly with soap and water or alcohol sanitiser at the earliest opportunity.
- Avoid touching your mouth, eyes and/or nose, unless you have recently cleaned your hands after having contact with the individual.
- There are no additional precautions to be taken in relation to cleaning your clothing other than what you would do normally.

9.1 Resuscitation

In the unlikely event that you need to perform CPR then the following guidance is recommended.

- Where possible do not perform mouth to mouth ventilation, use chest compressions only.
- If mouth to mouth is determined essential, then a resuscitation face shield to be used where possible.

If you have given mouth-to-mouth ventilation, there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.

9.2 Cleaning Areas (where FA has been given)

- Cleaning an area with normal household disinfectant will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves for cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.
- The gloves and cleaning cloths should be double-bagged, and disposed of in the hazardous waste provision.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

10. Waste Management

Some projects have arrangements with contractors to take waste away and dispose of it under the contractors' waste carriers' license. During this COVID-19 experience many municipal waste sites are closed. This has generated an increase in fly tipping across the UK. The penalties and consequences of illegal fly tipping are high and cause significant reputational damage. We are part of the chain of custody for waste and have responsibilities for our contractors' behaviors on waste disposal too.

You must discuss this with contractors and ensure that they have formal and legal disposal routes for any waste removed from site. The best option is to ensure that any waste generated is disposed of through our company provided waste management and removal arrangements.

In the case of muck away, demo waste and hazardous waste e.g. asbestos removal, ensure that the contractors have access to and means to dispose of these waste streams legally and appropriately. It is good practice to arrange and follow one of the vehicles to ensure that the waste is being disposed of as agreed by the contractor.

Any materials used for cleaning, disposable masks and anything that's may be contaminated by COVID-19 should be treated as a bio-hazard for the purposes of waste disposal.

11. COVID-19 RIDDOR Reporting

The Health and Safety Executive (HSE) has introduced guidance which requires employers to make a report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) of COVID-19 cases in certain work place related situations.

The HSE guidance requires a report to be made where either:

- An unintended incident at work has led to someone's possible or actual exposure to COVID-19; or
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work.

If there are 5 or more cases of COVID-19 in a single location over a 14-day period, and you have not had public health support, then you should notify Public Health England.

Determining the finite detail of this reporting requirement will be complex.

Any report of an employee or contractor that was due to arrive for work, who calls in saying they are self-isolating or leaving site because of potential COVID-19 signs and symptoms, needs to be raised immediately with your line manager. Line managers then need to immediately notify your Business Ops Lead and SHEQ lead/ advisor to activate a review /investigation to determine if the event falls within the RIDDOR reporting requirements.

12. Testing

Anybody with symptoms must not go to site, arrange for a test and stay away until the test result is known. If negative discuss returning to work with your line manager, if positive observe the self-isolation government guidance.

The reasons for an individual booking a test are:

- Someone who cannot work from home and has coronavirus symptoms, [a high temperature or a new persistent cough.

- You need to get the test done within the first 5 days of having symptoms. It's best to apply for the test on the first day as it may take 1 or 2 days to arrange.
- You might not get a test if you apply - it depends how many tests are available in your area. [Frontline essential workers such as NHS staff will be given priority].

You can [register for a test online](#).

- If you have difficulties accessing the online registration system, you can register for a test by calling 0300 303 2713.

13. Monitoring

To check if our COVID-19 arrangements are working in practice the inspection form should be promoted. It is recommended to do this when COVID-19 controls have been introduced but before operatives arrive on site; repeat within 3 /4 days to check arrangements again and then repeat on a regular basis or because of site changes, for example when a second wave of operatives are introduced.

Close Call /Good Call (hazard spot) to be encouraged to capture more real time observations on compliance. This is really helpful to inform if the controls are practical and working on site and monitor the buy-in from operatives and site teams.

14. Groups travelling to/ from site and working together.

On many of our projects there are situations where people are travelling together and they are often working together, for example a plasterer and their labourer. We also have some occasions when there are duos from the same household, dad and son, husband and wife (in some offices).

In addition, we will have teams living away from home and co-habiting with their work colleagues. In situations like this there is an opportunity for these partnering (and small fixed groups or bubbles) to work together.

The Government guidance on working closely together includes:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- If practicable, use screens or barriers to separate people from each other.
- Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Look for alternative methods/ mechanical devices (e.g. lifting appliances) to enable a task to be done within social distancing requirements.

If your assessments prove that partnering/ fixed small teams can work together then ensure that others on site understand why these groups can work closer together and consider the need to make this known outside the site, to neighbours for example. A simple way to do this on site includes informing your teams as part of your site induction and daily briefs. If you do regular updates for neighbours this could be used to inform them why some teams may be observed not socially distancing.

15 Test and Trace

15.1 Overview

The NHS Test and Trace service forms a central part of the Government COVID-19 recovery strategy. This service will play an important role in the early warning if COVID-19 activity is increasing locally, regionally or nationally.

15.2 What is Test & Trace

The NHS Test & Trace service:

- Provides testing for anyone who has symptoms of COVID-19 to determine if they actually have the virus.
- Gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had.
- Alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.
- Web link: nhs.uk/coronavirus

To support test and trace the following key points need to be applied:

Test and trace means that anyone who tests positive for coronavirus will be contacted by NHS Test and Trace team and they will need to share information about their recent interactions with others.

15.3. Anybody with Symptoms

See Section 2.