



COVID 19 (Coronavirus) Policy and Procedures

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

If an operative is showing signs of COVID 19 whilst at work the operative and those who travel to work in the same vehicle will be sent home. The worker showing symptoms must arrange a test and self-isolate for 10 days and inform the company of the results as soon as they are received.

The worker/s that share the same vehicle to travel to work must self-isolate for the time it takes for the results to come in and either;

(A) Return to work if the operative showing symptoms results in a negative test.

(B) If the worker showing symptoms results in a positive test for Covid 19, workers who share the vehicle should self-isolate for 14 days and only take a Covid 19 test if they show symptoms during this period. At all times the government guidelines must be followed throughout.

Should an individual who has travelled to work by their own means shows symptoms they will either return home if they are well enough, call a family member to collect them or Conlon will provide a vehicle that is able to isolate the driver whilst collecting them and taking them to a test centre.

The worker showing symptoms must arrange a test and self-isolate for 10 days and inform the company of the results as soon as they are received.

Traveling to work in Shared Vehicles

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

Parking at the office

- Park with one bay next to you empty at all times, use the overflow car park if the main car park is full

Pedestrian Routes

- Use the one-way system where it has been provided to all entry exit points

Deliveries

- Allow the delivery driver to drop the parcel for you at a 2 meter distance, you must not sign their touch screen or paper copies, they will do this themselves.
- When handling the delivery ensure you wash you hands immediate after.



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Measures YOU MUST adopt whilst at work:

Practice good hygiene

- Wash your hands thoroughly once you arrive at work before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the buildings.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas provided by Conlon / Client.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Physical meeting should be avoided where possible and be replaces with virtual meetings
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on stairs or communal routes / areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- Use any one system from the car park to the building entry points where they have been provided.

Where essential work cannot be done whilst avoiding close working

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining social distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, office equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.



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- Single use PPE should be disposed of so that it cannot be reused.
- **NB: TEAM LIFTING IS PROHIBITED AND HAS BEEN IDENTIFIED AS EASILY AVOIDED**

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre social distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.