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INTRODUCTION

LDD's main priority is to protect its employees, visitors and subcontractors at all times, ensuring all sites that are operational during this unprecedented period are protected whilst minimising the risk of spreading Coronavirus (COVID-19)

These are exceptional circumstances and it is important to adhere and comply with the latest Government advice and guidance on Coronavirus (COVID-19) at all times.

Please take responsibility for your own actions and follow the new measures and UK Government guidance in place, this has been designed to protect you.

Please take every opportunity to be reminded of the requirements set out in this procedure.

Failure to follow the rules will be subject to disciplinary action.

TRAVELLING TO THE OFFICE

Wherever possible workers should travel to site alone using their own transport to avoid using public transport.

Please check the following: -

- Parking arrangements for additional cars and bicycles (In particular the Liverpool Street Office)
- Other means of transport to avoid public transport e.g. cycling, walking
- Hand cleaning facilities are available
- Please regularly wash your hands using soap and water wherever possible or hand sanitiser if water is not available

TEMPERATURE CHECKS

Where possible, please check your temperature before you leave home

- If your temperature is 37.8 degrees or above, please do not come to the office, work from home where possible.

BECKTON OFFICE / YARD

- Please observe one-way systems in place
- Please do not play practical jokes
- Be respectful of others personal space
- Maintain the 2-meter distancing rule
- Re-usable PPE must NOT be shared between users
- Single use PPE should be disposed of to prevent anyone else using it
- Regularly clean your IT/Electronic equipment, including mobile phones
- Regularly clean the inside of vehicle cabs and between use by different operators
- Plant / machinery and equipment controls to be regularly cleaned and between use of different operators
- If you cannot carry out the work activity safely, **STOP** and speak to your Supervisor/Manager

HAND SANITIZATION

- Sanitizer is available throughout the office
- Be mindful of the flammable nature of alcohol-based hand sanitizer and the risk of naked flames or static electricity

PLEASE ENSURE YOU DO NOT TOUCH ANYTHING UNTIL YOUR HANDS ARE DRY

HAND WASHING

Please ensure the [NHS guidelines](#) on how to wash your hands properly is adhered to by all at all times.

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Soap/Handwash, fresh water and paper towels are readily available
- Hand sanitiser is available where hand washing facilities are unavailable
- Use rubbish bins for hand towels, rubbish will be disposed of regularly

Everyone must wash their hands:

- ✓ after coughing or sneezing
- ✓ after using the toilet
- ✓ before and after eating
- ✓ before and after preparing food
- ✓ if you are in contact with a sick or vulnerable person
- ✓ if your hands are dirty
- ✓ before and after using any equipment

DO NOT

- ✗ Do not touch eyes, nose or mouth if your hands are not clean
- ✗ Do not come within 2 meters of each other where possible

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

DISTANCING / CONTACT WITH OTHERS

- Maintain the 2-meter distancing rule at all times – including working on task / walking to the task / in the office corridors
- Where the social distancing measures (2 metres) cannot be applied: Minimise the frequency and time workers are within 2 metres of each other
- Minimise the number of workers involved in the tasks
- Work requiring skin to skin contact must NOT be carried out
- Avoid skin to skin and face to face contact
- Increase ventilation in enclosed spaces / Keep windows open

GYM

- As a temporary measure we have closed the LDD Gym, please refrain from using it

SELF-ISOLATION

If you feel unwell, please stay at home, **DO NOT** come to work, notify your line manager and email HR@LDDGROUP.CO.UK

Anyone who meets one of the following criteria should not come to site and follow the government [guidance on self-isolation](#):

- Has a high temperature or a new persistent cough
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.
- If you have symptoms, you'll need to stay at home for 7 days

- If you live with someone who has symptoms, you'll need to stay at home for 14 days from the day the first person in the home started having symptoms

PROCEDURE IF SOMEONE FALLS ILL AT WORK

If a worker develops a high temperature or a persistent cough while at work, they should:

- Notify their Manager, Supervisor or colleague
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin immediately, or if they do not have tissues, cough and sneeze into the crook of their elbow
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed
- A deep clean can be implemented if applicable

SOCIAL DISTANCING

Social distancing measures are steps you can take to reduce social interaction between people. This will help to reduce the transmission of Coronavirus (COVID-19)

- Avoid contact with someone who is displaying symptoms of coronavirus
- Keep 2 metres apart and avoid gatherings
- Social distancing will be closely monitored
- Personnel that **DO NOT** comply will be subject to disciplinary action

TOILET FACILITIES

- Always wash your hands when visiting the toilets, even if you do not use the toilet
- Please regularly use hand sanitizer
- Please respect the toilets and treat them as you would at home
- Do not spit in sinks or use the sinks for anything other than washing hands
- Use good hygiene measures to help prevent the spread of germs
- Touch as less surfaces as possible
- Use/dispose of paper towels in the bins provided
- Be courteous, and respect the next user

CANTEENS & EATING ARRANGEMENTS

Please observe the signs for the maximum amount of people in the kitchen areas

- Seats have been removed to factor in 2-meter distancing.
- Please sanitize your hands when going in and out of the kitchen
- Please eat your food - do not sit there any longer than needed.
- If you are leaving the office buy lunch, please adhere to social distancing rules
- Where possible please limit the number of people leaving to buy lunch, try to agree this amongst your team and reduce congestion in the supermarket/lunch facilities.
- Please wipe down the kitchen surfaces tables your eating at to maintain the hygiene levels to prevent the spread of the virus

Shops/Supermarkets

- Locals shops are under the same pressure to comply with the 2-meter distancing rule.
- New measures have been introduced such as shops limiting numbers in the shop at one time.

Breaks

- Avoid taking your break at the same time – please adapt your work routines to factor in breaks.
- If you need to go to the shop, adhere to the 2-meter distancing rule.

DO NOT congregate outside shops – buy your food, then move somewhere quiet to eat, ensure you stay 2-meters away from people at all times.

MEETINGS

- Only necessary meeting participants should attend
- Attendees should be limited to a maximum number of 5 in the Boardroom and 3 people in the ground floor meeting room
- Attendees should be two metres apart
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible

CLEANING

Enhanced cleaning procedures are in place, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails 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
- Please clean up after yourself, wipe surfaces, door handles – cleaning wipes are available, please use them regularly.

Rubbish collection has been increased and will be emptied at the end of each day. Please use the communal bins where possible.

GUIDANCE

Please ensure that the latest guidance is followed:

- Ensure any guidance or rules issued are always adhered to
- Ensure that all guidance received through Alerts are adhered to
- Ensure that all guidance from the UK Governments and NHS is adhered to.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>