

## **COVID-19 - SITE OPERATING PROCEDURES**

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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.**

**If a site is not consistently implementing the measures set out below, it may be required to shut down.**

- The health and safety requirements must not be compromised
- If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.
- The use of face coverings in response to coronavirus
- We are aware that emergency services are also under great pressure and may not be able to respond as quickly as usual.

## **TRAVELLING TO SITE**

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
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits
- This should be soap and water wherever possible or hand sanitiser if water is not available
- You have a face mask if you are travelling on public transport

## **SITE MEETINGS**

- Where possible, try to hold virtual meetings, such as Zoom/MS Teams
- Only necessary meeting participants should attend
- Attendees should be two metres apart or one metre with risk mitigation where two metres is not viable.
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible
- Avoiding transmission during meetings, for example, avoid sharing pens, documents and or other objects
- Ensure hand sanitiser is available

## **TEMPERATURE CHECKS / SYMPTOMS**

Where possible, please check your temperature before you leave home, your temperature may be checked as you enter site.

- If your temperature is checked and you measure 37.8 degrees or above, you will be escorted to one side for 30 minutes, before being checked again to factor in any additional heat from sweating.
- If you read 37.8 for a second time, you will be asked to go home for the day.

As advised by the UK Government, the principle symptoms are:

- New continuous cough
- High Temperature
- A loss of taste and/or smell
- Anyone who has symptoms, however mild, must self-isolate immediately for at least 10 days and arrange for a test / phone NHS 119 to arrange for a test. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

### **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](mailto:HR@LDDGROUP.CO.UK)

- 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 will need to stay at home for at least 10 days
- Anyone who is not experiencing symptoms but has tested positive for COVID-19 must self-isolate starting from the day the test was taken. If symptoms develop, the 10-day isolation period must be re-started from the day symptoms developed.
- If you live with others, all other household members need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. For more information go to <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

It's a legal requirement to self-isolate if you test positive or are told to self-isolate by NHS Test and Trace. You could be fined if you do not self-isolate.

### **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
- It is a mandatory requirement to report to the LDD HR Manager/LDD Director any instances where anyone who becomes ill with symptoms of COVID-19 – 19, or anyone who is confirmed as having the virus.

### **POSITIVE COVID-19 TEST**

This guidance should be followed if an individual working who has tested positive for COVID-19:

- Upon receiving the COVID-19 NHS test result, the individual will be provided with guidance as to how long they must self-isolate at home. This information must be provided to the LDD HR Manager at the initial informing stage. The individual must follow this guidance and will not be permitted to return to work until the self-isolation period has been completed.
- Any individual identified as being in close contact with a person who has tested positive for COVID-19, within 48 hours prior to a positive test, must self-isolate at home for 14 days.

- The individual is advised to submit themselves for a COVID-19 test where directed to do so by the NHS test and trace team.
- Any COVID-19 test evidence obtained during the 14-day isolation period must be provided and further isolation guidance from the NHS must be followed.
- The individual must follow this guidance and will not be permitted to return to work until the self-isolation period has been completed.

An individual who is still displaying COVID-19 symptoms must inform their Employer, **DO NOT** return to work, should contact 111 and take any advice from the NHS.

Prior to returning you will be required to complete a COVID-19 questionnaire and contact the LDD HR Manager/LDD Director

### **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
- Where possible workers will be kept together in teams as small as possible
- Personnel that **DO NOT** comply will be subject to disciplinary action

### **FACE COVERING**

The Construction Leadership Council has released guidance on the use of face coverings in a construction environment.

The use of face coverings are encouraged for work related travel and wearing in the workplace if that is the choice of the individual. Face coverings are mandatory on public transport.

Where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, LDD have made face coverings available and they should be worn as follows:

- in an enclosed space.
- where social distancing isn't always possible; and
- where they come into contact with others, they do not normally meet

Use of a face covering is not mandatory at work or in public (except for public transport) and will only become mandated where supported by a specific risk assessment for a given task or situation.

The use of a face covering protects others from your aerosol droplet emissions from your respiratory system. This has been identified through scientific research as beneficial if the wearer is asymptomatic or pre-symptomatic.

However, wearing a face covering does not protect you from others, unless everyone else is wearing a face covering.

The reusable face covering provided by LDD are not considered to be workplace personal protective equipment. There is a risk of virus transmission whilst wearing the mask as you will touch your face. Hygiene practices must be observed.

### **HAND SANITIZATION**

- You **MUST** sanitize your hands **EVERY** time you go through the turnstiles coming into or off site.
- Sanitizer is available at all turnstiles.
- 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
- Ensure soap and fresh water and paper towels are readily available and topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

### **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

### **DO NOT**

- ✗ Do not touch eyes, nose or mouth if their 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.**

## **WHILST ON SITE**

- As you go through the turnstiles to site, please sanitize your hands.
- Gloves to be worn on site at all times.
- Maintain the 2-meter distancing rule at all times – including working on task and walking to the task.
- Work requiring skin to skin contact must NOT be carried out.
- Only conduct supervisor safe start briefings for individual work activities – do not carry these out as a full company in the morning prior to working.
- Safe start briefings to be carried out as close to the work front as possible, but in an area with adequate space for social distancing

## **WHILST WORKING ON SITE**

- Re-usable PPE must NOT be shared between users
- single use PPE should be disposed of to prevent anyone using it
- 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
- Any activities than cannot be carried out with 2-metre spacings MUST not be carried out unless a specific risk assessment has been accepted by the client
- All hoists and lifts will now be for materials only – all personnel must use the stairs.
- If you cannot carry out the work activity safely, stop work and speak to your Supervisor/Manager

### **TOILET FACILITIES**

Security will be controlling numbers to toilets – please be respectful.

- Toilet capacity has been reduced to factor in social distancing
- Please sanitize your hands on the way in and the way out
- Toilets are deep cleaned regularly throughout the day by the cleaning team
- 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
- Always wash your hands when visiting the toilets, even if you do not use the toilet
- Be courteous, and respect the next user

### **CANTEENS & EATING ARRANGEMENTS**

A canteen where food is served an NHS QR code should be displayed and face coverings must be worn, except when seated at a table to eat or drink. Government guidance on Keeping workers and customers safe during Covid-19 in restaurants should be followed.

A rest area is a place where no food is served but which has facilities to prepare and eat food and a means of boiling water.

Social distancing Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.

#### **Shops/Supermarkets**

- Locals shops are under the same pressure to comply with the 2-meter distancing rule.
- Face Coverings must be worn in supermarkets/shops

#### **Breaks**

- Avoid peak times – 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 or one metre with risk mitigation where two metres is not

### **CHANGING FACILITIES, SHOWERS & DRYING ROOMS (If these facilities are available)**

Changing rooms are now available by a complete one-way system, you will be advised of the LDD designated schedule.

- Only use the changing room designated to your company and within the correct time frame.
- Follow the signage and always maintain 2-metre distancing

### **CLEANING**

Enhanced cleaning procedures are 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
- 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

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

### **GUIDANCE**

Please ensure that the latest guidance is followed:

- Ensure any guidance or rules issued are always adhered to
- Face Masks are worn in line with the Governments guidance
- Ensure that all guidance received through Alerts and Toolbox talks are adhered to
- Ensure that all guidance from the UK Governments and NHS is adhered to.

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

<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#construction>

You can help to protect your friends and family by downloading the [NHS COVID-19 App](#) to keep updated on the latest guidance.

**This guidance will be kept under review, however, is subject to change and will be updated as necessary, site rules and procedures will take precedence.**