

If you are suffering or have any of the symptoms, please do not attend work. Stay at home and contact the NHS via their web site <https://www.nhs.uk/conditions/coronavirus-covid-19/>

As recommended by the NHS do not visit your GP, pharmacy or hospital

Fortel Group COVID-19 Site Operating Guidance Ed9 (updates from Ed8 highlighted green)

1 Introduction

Construction sites operating during the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times. The health and safety requirements of any construction type 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 or social distancing being implemented, it must not take place.

Fortel Group are aware that emergency services are also under great pressure and may not be able to respond as quickly as usual. Please ensure first-aid requirements on site are not compromised and be aware of the location of the first aid box in your vehicle or on site. Sites should remind the workforce before work commences every day and at all break times of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

NOTE: COVID-19 has been classed as a Notifiable Disease under RIDDOR.

2 Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature, a new persistent cough or a loss of taste or smell (anosmia) - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition, has had a letter from the government confirming that they fall into a vulnerable category or are pregnant)

If you are living with someone who is:

- In self-isolation or
- Is classed as an extremely vulnerable person, or
- Is classed as a vulnerable person.

Please read the information in the links at the end of this document to assist you in determining the correct action to take. Do contact your Fortel or SkyBlue representative if you need further advice.

3 Procedure if someone falls ill

If you or a colleague develops a high temperature, a persistent cough or starts to lose the sense of taste or smell whilst at work, you/they should:

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

You/they must then follow the guidance on self-isolation and not return to work until the period of self-isolation has been completed.

Additional Fortel Group Guidance

- If an employee is unwell at work with symptoms of COVID-19, they should follow the guidance above and notify their line manager. If safe to do so, they should be sent home and follow the self-isolating guidance from the NHS
- If there is a concern that their symptoms are severe, call NHS 111 for advice

4 Travel to site

Wherever possible, workers should travel to site alone using their own transport. Sites need to consider:

- Spacious 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

The following simple steps will help staff minimise the risk of contamination to anyone using works vehicles:

- Avoid all non-essential travel both by private and works vehicle
- Keep the time spent in the vehicle to a minimum – do not stop off or take the “long route” to site
- At the start of shift, clean the external door handles and locks / catches on the vehicle with soap and water. If this is not practicable, then open external door handles using either a gloved hand or disinfectant wipes. Internally, use disinfectant wipes to sanitize any areas of the vehicle that hands may typically

touch, including the door handles, steering wheel, gear lever, handbrake, indicator and wiper control arms, beacon switches, seat belts and buckles, window buttons, mirrors, stereo and climate control buttons

Chlorine based cleaning products should only be used in accordance with the relevant COSHH assessment

- Remember to sanitize items of work equipment that may be used in the cabin of the vehicle such as mobilephones, tablets and cameras. Avoid passing these between occupants or using these inside the vehicle unless essential
- Inside works vehicles, wear a “clean” pair of nitrile / vinyl / PU / PVC or other coated gloves – ensure they have adequate grip and dexterity to allow safe driving. DO NOT wear your work gloves
- Where possible, maintain 2m social distancing if sharing vehicles. However, if this is not practicable you must sit as far apart within the vehicle cabin as possible. If 2 people are sharing a vehicle with front and rear seats (e.g. a car, welfare van or double crew cab) then one person should sit in the rear seat diagonally opposite the driver. Always travel with the same group of people wherever possible. **Face covering, in accordance with government guidance is urged – that is, a twin cloth layer covering your nose and mouth. Please follow the Face Covering guidance on our website (also emailed/texted to all workers).**
- Keep the windows at least partially open whilst travelling and the climate control system switched to blow external air to ensure continuous air change within the cabin area
- During the day, sanitize your hands regularly either by handwashing with soap and water (for at least 20 seconds) or using hand sanitizer if available, every time you get into or out of the vehicle, every time you blow your nose, sneeze or cough, eat or handle food
- Where possible, avoid touching your eyes, nose, and mouth with unwashed hands and avoid touching the vehicle after sneezing or coughing until you have sanitized your hands
- Always sanitize your hands after cleaning your vehicle - if your hands are dirty, you are putting germs right back onto that clean surface
- Sanitise the vehicle at least 2 times a day – start of shift, and end of day.
- Do not store food or drink directly on any surface in the cab unless you know that part of the cab and the food packaging has been cleaned beforehand.
- Ensure you have a supply of clean tissue / paper towel and a waste bin / bag in your vehicle. Catch your cough or sneeze in a tissue, then throw the tissue in the bin and sanitize your hands. Remove the bin bag at the end of your shift and dispose of it
- After exiting the vehicle, remove your clean gloves and leave them on a cleaned surface in the cabin
- Stand away from the vehicle on exiting and immediately socially distance yourself from your colleagues. Retrieve your belongings (rucksack, equipment etc) one at a time from the boot and distance yourself from

the vehicle once done to ensure you maintain social distancing from your colleagues. Do not stand shoulder to shoulder, and walk to the site entrance maintaining 2m distance from your colleagues at all times.

Where public transport is the only option for workers, you should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Avoid using public transport during peak times (05:45 – 07:30 and 16:00 – 17:30)

In line with the latest government guidance, the wearing of face coverings is recommended where there is the potential for the 2m social distancing requirement to be compromised; it is therefore urged that you wear a face cover if using public transport. Remember, if you have any of the COVID-19 symptoms, you should not be traveling—see item 3 above. Please observe the previous advice in respect of coughs and sneezes, and always ensure excellent personal hygiene as per the Government guidance e.g. washing hands etc.

5 Site access points

The following should be implemented at site access / egress points:

- Introduce staggered start and finish times to reduce congestion and contact
- One-way systems should be in place across site to prevent people having to pass by each other face-to-face and on potentially confined pedestrian routes and walkways.
- Obey all signage, such as floor markings, to ensure a 2m social distance is maintained, when queuing for example
- Monitor site access points to enable social distancing – the site may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Do not use entry systems that require skin contact e.g. fingerprint scanners. One person should be employed to collect names of persons entering and leaving sites at an access point
- All workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (at least two metres) between people waiting to enter site
- All commonly contacted surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, are to be regularly cleaned with disinfectant wipes particularly during peak flow times
- Ensure the number of people in attendance at site inductions is reduced and held 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.

6 Hand washing

- Use dedicated hand washing facilities in addition to the usual welfare facilities if on a large footprint site or there are significant numbers of personnel on site
- Ensure soap and fresh water is always readily available. Report any deficiency immediately
- Ensure hand sanitiser (minimum 60% alcohol based) is available where hand washing facilities are unavailable. Report any deficiency immediately
- Report any unclean hand washing facilities and deficient soap and sanitiser levels
- Report any under-provision of suitable and sufficient rubbish bins for hand towels with regular removal and disposal

7 Toilet facilities

- Restrict the number of people using toilet facilities at any one time. Obey instructions or the welfare attendant. Wash hands before and after using the facilities
- Report any deficiency in the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Report any deficiency in the provision of suitable and sufficient rubbish bins for hand towels with regular removal and disposal

8 Canteens and eating arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal. Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles and microwaves etc. must be removed from use. The workforce are 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
- Break times should be staggered to reduce congestion and contact
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and must be used by workers when entering and leaving the area

- Workers should 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- this may be 1 person per table
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should be either disposable or should be brought by individuals from home and returned with them at the end of the working day for washing etc
- Drinking water should be provided, with enhanced cleaning measures for the tap mechanism
- Tables should be cleaned between each use
- 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, door handles, vending machines and payment devices.

9 Changing facilities, showers and drying rooms

- Introduce staggered start and finish times to reduce congestion and contact
- Enhanced cleaning of all facilities throughout the day and at the end of each day should be introduced. Report any deficiency in cleanliness of facilities
- The maximum occupancy levels of the facility is dictated by the ability for users to maintain a minimum of 2 metres social distance at all times
- Report any deficiency in the provision of suitable and sufficient rubbish bins in these areas with regular removal and disposal
- If possible, workforce to take work clothes home to wash / clean there.

10 Avoiding close working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles:

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers

- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used, lower the capacity and numbers carried to reduce congestion and maintain social distancing between colleagues
- Ensure touchpoints, doors, buttons etc. are cleaned regularly. Report any deficiency in this regard
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators

Where the social distancing measures (2 metres) cannot be applied to essential works:

- 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 congestion and contact at all times
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment for the task
- Ensure that the task is Risk Assessed, mitigation controls are defined, the means of completing the task have been communicated to you and your colleagues and that you understand the controls in place.

11. Site meetings:

- Only essential meeting participants should attend, ensuring social distancing practice is maintained. It is strongly preferred to conduct meetings by conference call / Skype etc.
- 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

For further information please use links below:

www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/

www.nhs.uk/conditions/coronavirus-covid-19/

www.gov.uk/coronavirus

www.who.int/health-topics/coronavirus#tab=tab_1

www.fortel.co.uk/

www.fortel.co.uk/covid19

www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work

Check if you need medical help through the NHS online, who will advise you what to do: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Information: Do not go to a GP surgery, pharmacy or hospital.