



Guidance for Site Operatives

COVID-19 Policy & Guidance



Rev C - September 2020

Contents

Quick Look Guide	2
Policy Brief and Purpose	3
What is Coronavirus / Key Control Measures?	4
Health and Safety Documentation	6
Site Management.....	8
Practical Arrangements.....	10
Hygiene	15
Social Distancing	18
Gang and Shift Safety.....	21
Temperature Checks	21
Self-Questionnaire and Declaration.....	21
Personal Protective Equipment Procedures	21
First Aid and Emergency Service Response	22
Management of Deliveries.....	24
COVID-19 Compliance Officer	25
Cases on Site	27
Policy Review and Management.....	31
Guidance for Site Workers (COVID-19) Briefing Register	32
Record of Amendments	33

Quick Look Guide

Government and Industry advice is ever changing and constantly being updated due to new scientific evidence. See below guides and policy addendums on the latest Government issued advice on COVID-19 Safety Measures.

Date	Topic / Concern	New Rules / Changes	Date of Change
23 rd June 2020	Social Distancing	<p>2m social distancing has now been changed to 1m-plus.</p> <p>People are still recommended to maintain the 2m distance where possible.</p> <p>For those who cannot physically maintain 2m (such as within certain venues or certain ways of working), a new 1m-plus distance will be in effect, as long as other safety measures can be put into place to reduce transmission risk eg face coverings, screens, extra handwashing facilities etc.</p>	4 th July 2020
	Group Meetings	<p>Members of 2 different households can meet with no maximum number of people.</p> <p>Limit of people meeting from more than 2 different households remains at 6 individuals.</p> <p>You can be in groups of up to 30 for life events (eg weddings). It is against the law to gather in groups larger than 30 people.</p>	
	Person Tracking	<p>Certain venues will be expected to collect and keep the contact details of visitors, so they can be traced in the event of a fresh local outbreak of the virus.</p>	
	Shielded Persons (Vulnerable People)	<p>Shielded individuals can meet with other individuals indoors, with distancing still in place.</p>	
		<p>Shielded individuals can meet with up to 6 people outdoors and create a 'support bubble' with another household.</p>	6 th July 2020

Link to Information: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Please note that reference to the 2m social distancing is made within the remainder of this policy, as this is still the preferred distance, where possible.

Policy Brief and Purpose

Electrification Construction Services (ECS) Ltd take the health and safety of our employees and contractors very seriously. With the spread of the coronavirus (COVID-19) a respiratory disease caused by the SARS-CoV-2 virus, we must remain vigilant in mitigating the outbreak. ECS Ltd is a proud part of the industry and in order to be safe and maintain operations, we have developed this Policy to be implemented, to the extent feasible and appropriate, throughout ECS Ltd and at all of our sites.

This Policy includes the measures we are actively taking to mitigate the spread of coronavirus. All employees and contractors, operatives, sub-contractors, consultants, visitors, clients, and others involved in our works are required to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

ECS Ltd has also identified a team of employees and contractors, consultants and experts to monitor the related guidance that the authorities in the UK continue to make available. Therefore, this Policy is susceptible to changes with the introduction of additional governmental guidelines. If so, this Policy will be updated and distributed accordingly. ECS Ltd may also amend this Plan based on operational needs.

The health and safety requirements of any work activity will not be compromised at this time. If an activity cannot be undertaken safely, it will not take place.

ECS Ltd understand that emergency services are also under great pressure and may not be able to respond as quickly as usual. This will be taken into consideration in the planning of work activities, first aid, fire and emergency responses

ECS Ltd have in place effective arrangements for monitoring and reviewing our compliance with Government and industry guidance. Site Management will also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and other people that may be affected by our works.

Alongside ECS Ltd's safety arrangements, all ECS Ltd operations whilst working on site, will also follow the safety procedures and arrangements set out by The Principal Contractors and Clients and within their COVID-19 Management Policies.

What is Coronavirus / Key Control Measures?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. This is at the core of this document.

Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties.

For the complete list of symptoms, please refer to the HSE Website. Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Ensuring no person with symptom attends site. If these symptoms develop whilst on-site, it is imperative that the individual is instructed to go home immediately and call NHS 111. If anybody becomes seriously unwell on-site, the emergency services should be contacted and the individual made as comfortable as possible, whilst maintaining social distancing measures, if possible.

Anybody displaying symptoms must self-isolate and not attend site or work for 14 days. Also, any person living with someone who is self-isolating or awaiting a COVID-19 test or results must restrict their movements or attend work for 14 days. It should be noted that recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

How COVID-19 Spreads

The virus that causes the COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

Key Control Measures

The following are key control measures, as specified by the HSE, the Construction Leadership Council and other relevant authorities, required for managing the spread of the virus on our construction projects:

General Health

Any individuals living with “at risk groups” as defined by the authorities, must consider if there is a heightened risk from attending work.

Travel

Anybody returning to the UK should refer to national advice issued by the authorities, including the Home Office.

Hand Hygiene

Ensuring that everyone is washing their hands regularly and thoroughly or sanitizing. ECS Ltd will ensure that sufficient facilities are provided and maintained to allow this to happen.

Social Distancing

Ensuring that all employees and contractors, operatives, sub-contractors, visitors and consultants maintain a 2-metre (2m) separation insofar as possible while working; when using welfare facilities including toilets, canteens, drying rooms etc; when signing in upon arrival at work and when participating in site inductions, daily briefings and toolbox talks. ECS Ltd also promote social distancing when travelling to and from work via public transport or private and commercial vehicles, as well as in their daily lives, in order to limit exposure.

Cough Etiquette / Respiratory Hygiene

Ensuring that people cough / sneeze into sleeve or elbow, always cover up and dispose of tissues promptly and wash their hands.

Cleaning

Ensuring that all frequently touched objects and all surfaces that are regularly exposed / in the working area, are regularly cleaned and disinfected.

These control measures are further elaborated within this document and all employees and contractors, operatives, sub-contractors, consultants, visitors, clients and others involved in our works are required to take personal responsibility and to ensure that they advise ECS Ltd and their respective employer of any symptoms immediately.

Health and Safety Documentation

All project health and safety documentation has been reviewed to ensure that the documentation is aligned with the measures as outlined by the authorities and general / standard health and safety requirements, considering the constraints of COVID-19.

ECS Ltd have documented a specific COVID-19 Plan for each project site in line with this Policy and in consultation with the Client for each project. The resulting information is included within the Construction Stage Health and Safety Plan for each project and considers and addresses the level(s) of risk associated with the project and tasks that are performed on site.

On each project, ECS Ltd, in consultation with other contractors, will appoint COVID-19 Compliance Officer(s) as necessary depending on the size, scale and complexity of the project.

The following are areas that sub-contractors are required to address, prior to returning to work on ECS Ltd sites.

Insurance

Before commencing activities onsite, sub-contractors are advised to contact their insurance broker or insurance advisor for direction.

Safety Statement

It is advised that sub-contractors review their Safety Statement and associated risk assessments, considering COVID-19.

Risk Assessments / Method Statement (RAMS)

Risk assessments and method statements for all work on site should be reviewed by all sub-contractors to address the risk of COVID-19 and the associated control measures required. Particular emphasis will be required on 'closeworking', i.e. where persons work within 2m of each other (2m being the HSE recommended separation for social distancing).

Daily Briefings Documents

ECS Ltd have updated briefing documents such as Daily Safe Starts, Task Briefings, Toolbox Talks and other equivalent documents to reference COVID-19 and specifically social distancing and hand hygiene. Sub-contractors are required to ensure that they and their operatives familiarise themselves with all site procedures and attend all site briefings when requested.

Induction

ECS Ltd will require all employees and contractors, visitors, clients and others involved in our works to attend the updated site induction prior to commencing work on-site or carrying out any surveys or visits. This will be provided upon arrival at site and all site operatives will be required to complete

a pre-commencement questionnaire and all visitors will be required to fill out the pre-arrival questionnaire.

Site Management

Site Management and Supervision

For the purposes of this Policy, anyone with management and supervisory responsibilities is classified as Site Management.

Responsibilities of Site Management for COVID-19

ECS Ltd Site Management must risk assess and manage safety and health hazards in the workplace. In the context of the application of the requirements of this Policy, responsibilities include managing and instructing site operatives and sub-contractors on the various control measures and compliance.

Agility

ECS Ltd will request all project teams to stay agile as new information comes available that may change our approach in procedures, processes or PPE.

Pre-Planning for works

Site Management are responsible for ensuring that all personnel on site, including sub-contractor management / staff have been made aware of the specific requirements of the site specific Construction Phase Plan. Specifically:

- To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer.
- To ensure that appropriate personnel from the sub-contractors are appointed as C-19 Compliance Officer(s).
- That the Site Induction has been undertaken by all site personnel when arriving on the site. Ensuring that non-compliant personnel are not permitted on site.
- That all individuals returning to site have completed a COVID-19 Questionnaire / self declaration. This must be completed and submitted by each individual at least 2 days in advance of returning to site. The questionnaire is designed to seek confirmation that the individual has no symptoms of COVID-19 and is not awaiting a COVID-19 test or results.
- The inclusion of COVID-19 as a hazard in all sub-contractor Risk Assessment and Method Statements (RAMS) for their work activities.
- To ensure that the RAMS are effectively reviewed, approved and communicated.
- To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements as detailed within this Policy and to take appropriate immediate action where they are not.

On-Site

ECS Ltd Site Management responsibility includes assessing various work scenarios to ensure that the key requirements such as worker distancing and hygiene/PPE controls are being implemented. This may involve discussions with the project Client and the Principal Designer. It will involve conducting regular site walks and inspections. ECS Ltd will encourage, where possible, the continuity of sub-contractors and their operatives for ease of contact tracing purposes.

All ECS Ltd site operatives must also ensure they follow specific procedures set to them by The Principal Contractors and Clients.

Site Workers

It is vital that each operative and sub-contractor knows how to work safely during this period and understands the requirements of their task specific RAMS. Site Management will coach and guide workers during the workday to ensure that they are fully compliant with the requirements.

All ECS Ltd site operatives must also ensure they follow specific procedures set to them by The Principal Contractors and Clients.

Management Approach

ECS Ltd Site Management's main priority is ensuring that this Policy and the site specific Construction Phase Plan is implemented at all levels and at all times with the cooperation of all stakeholders – Clients, the Principal Designer, sub-contractors, operatives, suppliers and consultants.

Practical Arrangements

Travelling to Site

Where a worker exhibits any signs of COVID-19 or has been exposed to a confirmed case, they must not travel to work. Wherever possible, individuals should travel to site alone using their company vehicle or their own means of transport.

Where public transport is the only option, then regular toolbox talks outlining how to reduce the possibility of infection will be provided by Site Management.

If individuals have no option but to share transport:

- 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.
- Face coverings should be worn.

It is also important to understand the following guidelines by which individuals should or should not travel to work as outlined below.

Social distancing	All operatives in the construction industry should follow the guidance on staying alert and safe.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation.
Person at increased risk	Anyone who is clinically vulnerable to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely clinically or extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19.
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	If a worker develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> - Ensure their manager or supervisor is informed - Return home immediately - Avoid touching anything

	<ul style="list-style-type: none"> - Cough or sneeze into a tissue and put it in a bin, 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.
--	---

ECS Ltd Site Management will ensure that the following arrangements are in place on site:

- Parking arrangements for additional cars / vans and bicycles.
- Providing hand cleaning facilities at entrances and exits. This will be soap and water wherever possible or hand sanitiser if water is not available.
- How someone taken ill would get home.

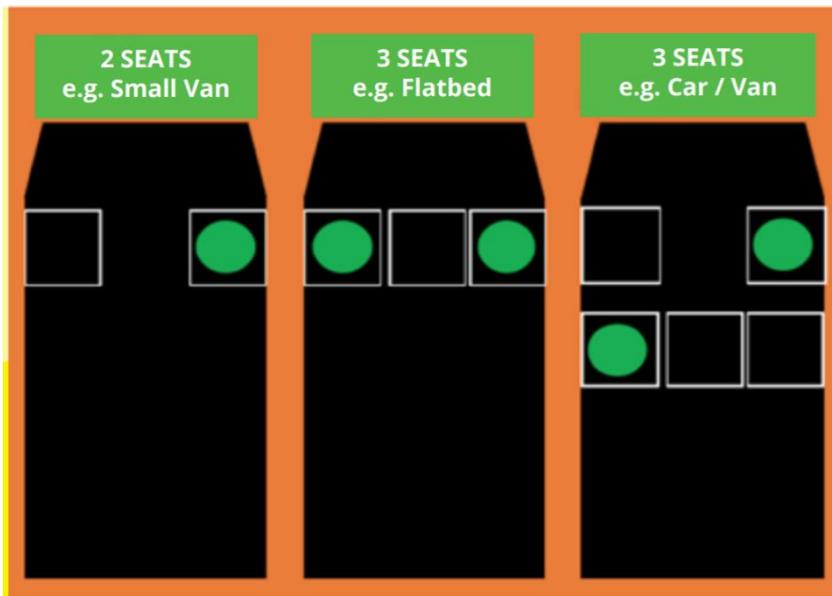
Social Distancing in Vehicles

Social distancing is advised when travelling in vehicles to/from work and when in site vehicles and operating mobile plant.

Suggested arrangements are as follows:

- Single occupancy of vehicles is preferable.
- Sit as far apart as the vehicle allows.

The following infographic shows the recommended maximum road vehicle occupancy as detailed within the industry guidance.



Recommended Maximum Road Vehicle Seating Arrangements		
No. of seats	Max no. of occupants	Seating arrangement
2	1	1 driver
3	2	1 in the driving seat 1 in the far passenger seat
5	2	1 in the driving seat 1 in the far passenger seat

Other Control Measures for Vehicle Use

Individuals should not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.

ECS Ltd guidance for minimising the potential transmission of COVID-19 are as detailed within the industry guidance:

- Requesting all individuals to use personal transport to reduce numbers travelling in work vehicles.
- It is advisable to limit the “churn” of people travelling together (i.e. try to ensure the same individuals travel and work together day after day).
- When entering (and leaving) all vehicles the driver should clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.
- Keep windows at least partially open.
- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application, or equivalent.
- Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.
- If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
- Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.

Site Access and Egress Points

The potential for cross contamination is higher at site entry and exit points and where there are high levels of surface contact points such as in welfare areas, site walkways, stairs access etc.

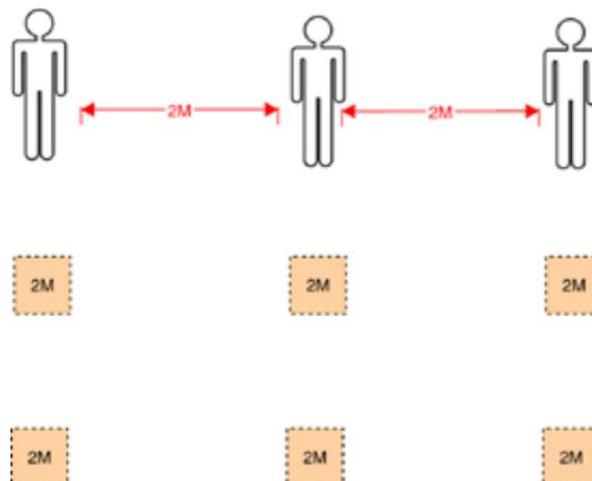
ECS Ltd will adhere to the following guidance:

- Stop all non-essential visitors to sites.
- Staggered start and finish times to reduce congestion and contact at all times.
- All site access and egress points will be configured to enable social distancing.

- Having multiple entry points depending on site numbers and if it is feasible at the particular site.
- Site Sign-In Supervisors to record all names rather than having multiple persons signing-in using shared pen/booklet.
- The introduction of one-way systems, where possible whilst maintaining safe routes of egress in the event of an emergency.
- Allowing plenty of space between people waiting to enter site.
- The use of signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing and reminding individuals not to attend site if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners).
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.
- Regularly clean common contact surfaces, particularly during peak flow times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
- Have arrangements in place for monitoring compliance.

The following infographics have been taken from the industry guidance.

Site Sign-In Supervisors



Controlled Site Access



Hygiene

Good hygiene and hand washing

ECS Ltd have provided the following guidance and all site personnel should follow this advice and encourage others to follow this advice too.

ECS Ltd will:

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure that adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

ECS Ltd will:

- Restrict the number of people using toilet facilities at any one time and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets will be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Eating and Rest Areas

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, a pandemic is an exceptional circumstance and workers attending site canteens should be advised where possible to bring a packed lunch and flask to help eliminate transmission points on microwaves and water pour points etc.

In addition, ECS Ltd will:

- Increase the number or size of facilities available on site if possible.
- Ensure that the capacity of each canteen or rest area is clearly identified at the entry to each facility, and where necessary, Site Management will supervise compliance with social distancing measures.
- Stagger break times to reduce congestion and contact at all times
- Ensure that drinking water facilities provided will have enhanced cleaning measures of the tap mechanism introduced.
- Ensure the frequent cleaning of surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves

- Ensure that hand cleaning facilities or hand sanitiser are available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.
- Ensure that a distance of 2 metres is maintained between users wherever possible. Seating and tables will be reconfigured to reduce face to face interactions.
- Ensure that crockery, eating utensils, cups etc. are not be used unless they are disposable or for individual use only and washed and dried between use.

Changing Facilities, Showers and Drying Rooms

ECS Ltd will:

- Consider increasing the number or size of facilities available on site if possible
- 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
- Restrict the number of people using these facilities at any one time
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Cleaning to Prevent Contamination

ECS Ltd will ensure that enhanced cleaning procedures are in place across all sites to prevent cross contamination, 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
- All areas used for eating thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, food preparation and eating surfaces.
- Communications equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points increased and emptied regularly throughout and at the end of each day
- Regular cleaning of site welfare facilities, handrails and touch points undertaken.

Tools, Equipment and Plant

To prevent cross-contamination, ECS Ltd will ensure, where possible, that:

- All tools and equipment are properly sanitised to prevent cross contamination.
- Arrangements are in place for one individual to use the same tool, equipment and plant as much as possible.
- Cleaning material will be made available for all tools, plant and equipment to be wiped down with disinfectant between each user, where it is not possible for that tool, equipment or plant to be used by only one person.

- Organise work practices to eliminate or reduce transmission points and coach site personnel on the same.
- Cabs and touch points of site vehicles and plant (MEWPS, Excavators, Cranes, etc.) are thoroughly cleaned and a cleaning regime by plant operatives maintained daily.

Disposable gloves

Following the industry guidance, ECS Ltd advise all individuals to not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when when gloves are taken off.

Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

A person might potentially:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on
- contaminate themselves when taking off the gloves or touching surfaces
- not wash their hands as often as they need to and touch their face with contaminated gloves.

Face Masks

Following the guidance issued by the authorities, it is considered that using masks is unlikely to be of any benefit if the wearer is not sick. Sick people will be advised by their doctor when to use a mask.

Current guidelines from the HSE do not recommend the wearing of face masks and/or the undertaking of temperature testing at work; the preferred approach is to ensure social distancing and good hygiene measures.

Social Distancing

Refer to ‘Quick Look Guide’ for the latest Government advice.

What is social distancing?

Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of a COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. In order to slow the transmission rate of COVID-19, a social distancing of 2m is recommended by the HSE.

Work Planning to Avoid Close Working

In line with guidance from the authorities, where the social distancing guidelines cannot be followed in full in relation to a particular activity, ECS Ltd have considered whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

All ECS Ltd sites and work will be planned and organised to avoid crowding and minimise the risk of spread of infection by following the guidance and the arrangements contained within this Policy.

Site Management will remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and others that they may come into contact with.

Hierarchy of Controls

For all activities that mean that individuals are not able to work whilst maintaining a two metre distance, the work process will be risk assessed using the hierarchy of controls below, as detailed by the Construction Leadership Council, and against all other sector-specific guidance. The results of risk assessments will be shared with the workforce.

Eliminate	<ul style="list-style-type: none"> - Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace. - Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) - Avoid skin to skin and face to face contact - Stairs should be used in preference to lifts or hoists and consider one ways systems - Consider alternative or additional mechanical aids to reduce worker interface <p>Site Meetings</p> <ul style="list-style-type: none"> - Only absolutely necessary meeting participants should attend - Attendees should be at least 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
-----------	--

Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> - Minimise the frequency and time individuals are within 2 metres of each other - Minimise the number of individuals involved in these tasks - Individuals should work side by side, or facing away from each other, rather than face to face - Lower the 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 - Individuals should wash their hands before and after using any equipment
Isolate	<p>Keep individuals:</p> <ul style="list-style-type: none"> - Together in teams e.g. do not change people within teams - In teams that are as small as possible - In each team, away from other workers where possible
Control	<ul style="list-style-type: none"> - Introduce an enhanced authorisation process - Provide additional supervision to monitor and manage compliance
PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> - Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE - Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>ECS Ltd encourage an open and collaborative approach between Site Management, operatives and sub-contractors on site where any issues can be openly discussed and addressed.</p>

To assist with social distancing, ECS Ltd will ensure the following for each site:

- A one-way system on access routes throughout the site where possible.
- Increasing access points where possible - this may help establish a one-way system.
- Where a one-way system is not possible, consider widening pedestrian routes so social distancing can be maintained on main site walkways.
- Providing marked up walkways where possible so that these can help give an indication of what 2-metre spacing looks like.

Close Working

ECS Ltd have considered guidance provided by the authorities relating to particular risks associated with Covid-19 for short-term work that must be completed where individuals are less than 2 metres apart (<2m). The following section details our arrangements for this.

Elimination of Close Working

Elimination of close working is preferable and should be the first choice for all works, where possible.

Site Management and sub-contractors requesting operatives to work closer together than 2m will ensure that that all other available options have been explored first and that all arrangements are documented within the RAMS for that particular activity.

ECS Ltd consider the following as the stages of the construction process where tasks involving working within 2m can be eliminated /mitigated. All sub-contractors should also follow this guidance when planning and assessing works on site:

- Design – sections of materials are:
 - o 2.5m long or longer OR
 - o Materials can be installed by an individual (lightweight/ fixings are simplified
 - o Mechanical means for lifting and access can be used while keeping construction personnel more than 2m apart.
- Planning for work: RAMS / Planning / Sequencing / Coordination / Communication – All tasks should be planned in advance and a Safe System of work established that follows the hierarchy of controls and eliminates, where possible, individuals working within 2m of each other.
- RAMS must consider elimination of work within 2m as the first priority. Where this is not possible the RAMS must detail the control measures for individuals working closer than 2m apart on the task.

Where tasks cannot be performed without individuals working within 2m of each other, the following requirements must be followed:

- No worker has symptoms of COVID-19.
- The close contact work cannot be avoided.
- PPE is present in line with the RAMS / Risk Assessment (full face shield etc).
- An exclusion zone for that work will be set up pre-task commencement.
- Prior to donning appropriate work gloves, personnel shall wash / sanitise their hands thoroughly

Following assessment that the task has to be completed within the 2m zone, and review of controls, Site Management will issue a permit for that task or activity. This will aid in contact tracing, should the need arise.

Gang and Shift Safety

Temperature Checks

ECS Ltd Management have arranged that each gang (roughly 8 people) will approach the 'temperature check van' at a time, to prevent mixing gangs of operatives and minimizing exposure.

Temperature checks will be conducted at the start of each shift. Anyone who presents with a high temperature will be sent home and advised to self-isolate and gain medical advice.

Self-Questionnaire and Declaration

Prior to each block of shifts (usually 4 shifts per week), each ECS Ltd operative is required to complete a COVID-19 Self Questionnaire. This is to establish whether they have had any symptoms or been in contact with any who has symptoms or been identified as a confirmed case.

Personal Protective Equipment Procedures

Whilst working with Mobile Elevated Work Platforms, which will usually consist of two operatives within the cage, each operative will be required to wear a face mask during this close working period.

Hands are also to be sanitised regularly whilst close working.

PPE Policy

The procedure for wearing PPE is as follows:

- 1) Putting PPE on:
 - a) Put mask on
 - b) Sanitise hands
 - c) Put gloves on

- 2) Removing PPE:
 - a) Remove gloves
 - b) Remove mask
 - c) Sanitise hands

This is to ensure that there is no contamination when putting on or removing PPE.

First Aid and Emergency Service Response

COVID-19 infects people through contact with the mucous membranes. First Aiders must think of these as being the mouth, nose and eyes. It does not infect through the skin.

The greatest element of risk for a First Aider is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth. The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.

As the primary responsibility of a First Aider is to preserve life, first aid should be administered if required and until the emergency services attend. If, as a First Aider, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.

ECS Ltd will ensure that when planning site activities, the provision of adequate first aid resources is determined, documented and communicated to all relevant parties on site.

Emergency plans, including contact details, will be kept up to date and consideration will also be given to potential delays in emergency services response, due to the current pressure on resources.

Where possible, ECS Ltd will consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Key Control Measures for ensuring the adequate provision of First Aid and Emergency Response will be as follow:

- Standard infection control precautions are to be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case.
- In such cases, move the individual to a first aid room / isolated room to minimise the risk of infection to others.
- Only one First Aider is to provide support / treatment, where practical.
- Additional PPE (enclosed eye protection and FFP3 mask if available) should be worn by First Aiders when responding to all first aid incidents where close contact cannot be avoided.
- A mask should also be available to give to the individual receiving the first aid, if they are displaying symptoms consistent with COVID-19, to limit droplet dispersion.
- If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions only until help arrives. To iterate the point, a person in cardiac arrest should have compression only CPR applied.

- For persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aider should avoid close contact and advise the injured party what steps to take in treating their injury.
- No reusable equipment should be returned to service without being cleaned /disinfected appropriately.

PPE Requirements

ECS Ltd will ensure that the following PPE is available for responding to first aid incidents:

- Disposable gloves (nitrile/latex)
- FFP3 or FFP2 Face masks
- Disposable plastic aprons
- Enclosed eye protection

The First Aider must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face. Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned / disinfected thoroughly.

First Aiders should wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

Site Management and First Aiders must ensure that all PPE stock is replenished as appropriate.

Management of Meetings and Site Surveys

All meetings, where possible, are to be conducted virtually using on-line systems for remote meetings unless it is absolutely necessary to meet face-to-face or to attend site to conduct investigative work and surveys.

In these circumstances, ECS Ltd will ensure that only the necessary people will attend site and that the meetings are as small as possible ensuring the mandatory 2m distance apart. The meeting time should be kept as brief as possible.

Additionally, where site surveys need to be conducted and the site environment allows it, the surveyor / consultant should arrange for access to the site and conduct the survey alone. In any circumstances, the 2m social distancing guidelines must be followed when on-site.

When site meetings are required, only the absolutely necessary participants should attend; attendees should be 2m apart from each other; rooms should be well ventilated to allow fresh air circulation and consideration should be given to holding meetings in open areas where possible.

Management of Deliveries

ECS Ltd Site Management will:

- Ensure that all delivery transactions enforce physical distancing.
- Agree a delivery protocol with suppliers and waste removal companies.
- All deliveries must be planned with allocated times for collections / appointments / deliveries.
- Make arrangements for paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate.
- ensure that hand washing facilities are available in convenient to set down and goods inward locations.
- ensure there are appropriate sanitising arrangements at points of site access, egress and set down areas for raw materials and stock.

COVID-19 Compliance Officer

ECS Ltd will ensure that a COVID-19 Compliance Officer is appointed for each project site. We understand that it is important that the right candidate is appointed/ selected as a COVID-19 Compliance Officer. Projects will be assessed to determine how many COVID-19 Compliance Officers are required depending on size, environment, number of personnel and the work activity to be monitored.

Social distancing compliance is the responsibility of everyone. A backup must be available in the event of a COVID-19 Compliance Officer going on training, annual leave or being off sick. Details of the assigned COVID-19 Compliance Officer will be communicated at site induction, site briefings and on-site safety notice boards.

Role of a COVID-19 Compliance Officer

The role of a COVID-19 Compliance Officer is to monitor day to the site activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the COVID-19 virus.

COVID-19 Compliance Officers are key personnel and should be clearly identifiable on-site with a distinguishable hi-vis vest.

The person undertaking the role will receive training in what the role will entail.

Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the COVID-19 Compliance Officer. Their role is supported by all Site Management, sub-contractors and their details must be communicated to all individuals on-site.

The COVID-19 Compliance Officer must not put themselves at risk while carrying out their duties and they will be provided with the support structure and framework within the organisation to be effective in preventing the spread of COVID-19. This structure will be regularly audited and managed to ensure it works and protects all onsite. Failure to take it seriously could result in an outbreak of COVID-19 onsite.

Responsibilities of a COVID-19 Compliance Officer

ECS Ltd understand that the guidance details that the COVID-19 Compliance Officer's responsibilities and duties fall broadly into the following categories:

- Proactive day to day duties
- Reactive emergency duties

The proactive day to day duties of a COVID-19 Compliance Officer are as follow:

- Ensure that all personnel onsite complete relevant COVID-19 Questionnaires / Declarations.
- Being a constant onsite presence to monitor compliance with social distancing of 2 metres between all personnel onsite (with the exception of planned close working). In instances where there is non-conformance with social distancing the COVID-19 Compliance Officer is to intervene.

- Maintain a log of regular monitoring of COVID-19 controls on site.
- Ensure there is sufficient up to date signage erected onsite to educate all personnel about the COVID-19 controls on site.
- At all times promote and coach good hygiene practices to all personnel onsite.
- Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
- Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- Check hot water and hand drying facilities are available onsite.
- Make representations to site management with regards any COVID-19 concerns raised by site personnel to the COVID-19 Compliance Officer.
- Ensure site personnel are adhering to staggered break time schedules and limiting numbers in canteens, drying rooms and smoking areas cognisant of the 2-metre social distancing guideline.
- Ensure site personnel leaving site at designated breaks remove their site PPE and continue to adhere to social distancing guidelines.
- Report any areas of non-compliance to site management and ensure these are addressed.
- Consider provision of additional controls for exceptional circumstances
- Keep up to date on HSE guidelines.

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID-19 onsite, there is the potential where an individual onsite may experience COVID-19 symptoms and where the COVID-19 Compliance Officer needs to react.

The Reactive COVID-19 Compliance Officer duties are as follow:

- Informing site management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- Following site protocol for individuals with COVID-19 symptoms. (i.e. send home, inform them to contact GP).
- Assisting in contact tracing should there be a confirmed case of COVID-19.

Cases on Site

Suspected COVID-19 Cases On-site

If there is a suspected COVID-19 Case on-site, or if an operative or individual on site becomes unwell and believe they have been exposed to COVID-19, ECS Ltd will follow the guidance detailed by the authorities, as below:

- If someone becomes unwell in the workplace with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, a room or an area must be found where they can be isolated behind a closed door. If it is possible to open a window, do so for ventilation. Request that the individual wear a face mask to prevent contamination of area and close by personnel.
- The individual who is unwell should call their doctor and should outline their current symptoms. Whilst they wait advice, ideally, they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Closure of the workplace is not recommended.
- Site Management may be contacted by the health authorities to discuss the case, identify people who have been in contact with them and advised on any actions or precautions that should be taken.
- A risk assessment of each setting may be undertaken by with the health authorities with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment. The health authorities will also be in contact with the affected individual directly to advise on isolation and identifying other contacts and will be in touch with any of these contacts of the case to provide them with the appropriate advice.

Confirmed COVID-19 Cases On-site

If a confirmed case is identified on-site, the health authorities will provide ECS Ltd with advice, which will then be provided to all relevant personnel.

These personnel include:

- Any individual in close face-to-face or touching contact
- Any individual talking with or being coughed on for any length of time while the affected individual was symptomatic
- Anyone who has cleaned up any bodily fluids
- Anyone in close friendship groups or workgroups
- Anyone living in the same household as a confirmed case

Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the individual with the confirmed case and follow the home isolation guidance.

All individuals advised to self-isolate will be actively followed up by the health authorities and if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment.

Any individuals who have not had close contact with the individual originally confirmed as a positive case do not need to take any precautions and can continue to attend work.

Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person, living in the same house or shared accommodation as an infected person.

Return to Work Process

ECS Ltd have consulted the relevant authorities and have adopted the following guidance for all individuals returning to work in the event of them either being a suspected / confirmed case of COVID-19 or a known “close contact” of an individual who is a confirmed or suspected case. This protocol must be followed to ensure they are fit to return to work by means of self-declaration.

Their Fitness for Work will be considered from two perspectives:

- Does their illness pose a risk to the individual themselves in performing their work duties?
- Does their illness pose a risk to other individuals in the workplace?

The following steps will be followed, in line with current public health advice:

- Any worker who has displays symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP by phone as part of the triage process.
- They must also notify ECS Ltd and their Employer. An individual will be classified as either a suspected or confirmed case, based on HSE decision to test or the outcome of that test.
- An individual who is a known close contact with a confirmed or suspected case may be contacted by the health authorities through any relevant contact tracing process. Advice regarding self-isolation for a period of 14 days since their last “close contact” with a confirmed/suspected case must be followed.
- An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with ECS Ltd Management.
- When an individual is symptom-free and are deemed fit to return to work, the key criteria are:
 - 14 days since their last “close contact” with a confirmed/suspected case and where they have not developed symptoms in that time, or
 - 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
 - They have been advised by a GP / healthcare provider that they can return to work.
- ECS Ltd Site Management should confirm the relevant criteria above with the individual and write down their responses.

Cleaning Spaces with Suspected / Confirmed Cases

ECS Ltd are aware that it is recommended that cleaning an area with disinfectant after a suspected coronavirus (COVID-19) case has left will reduce the risk of passing the infection on to other people

Where possible, an area may be kept closed and secure until 72 hours has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours.

For cleaning purposes, the responsible personnel will wear a face mask, disposable or washing up gloves. These, along with any waste materials from the area, should be double-bagged, then thrown away in the regular rubbish after cleaning is finished

The cleaning protocol will be:

- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
 - o use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or
 - o a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
 - o if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.
- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
 - o Should be put in a plastic rubbish bag and tied when full.
 - o The plastic bag should then be placed in a second bin bag and tied.
 - o It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
 - o If the individual tests negative, this can be put in with the normal waste

- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

Policy Review and Management

This Policy has been compiled by Health and Safety Consultants for ECS Ltd and will be reviewed for continuing suitability and effectiveness at regular intervals and as required and appropriate.

The information contained within this policy has been obtained from the Construction Leadership Council, the HSE, the Government website and other relevant authorities.

ECS Ltd Site Management are responsible for ensuring that this policy is effectively established, implemented and maintained throughout ECS Ltd. The Management Team are responsible for ensuring that all operatives receive training and information on the implementation of this policy. Sub-contractors, visitors and any other relevant individuals will be provided with a copy of this Policy and must ensure strict adherence to it at all times.

This Policy, including any changes, will be communicated to all persons working under our control and shall be made available via email to all interested parties. Hard copies will be retained on each operated site.

Record of Amendments

Date	Revision	Amended By	Amendments Made / Comments	Approved By
8th June 2020	A	D Sharma – Health, Safety & CDM Consultant	First Issue	
23 rd June 2020	B	R Mitchell – Health, Safety & CDM Consultant	Addition of ‘Quick Look Guide’ due to updated Government advice	
18 th September 2020	C	R Mitchell – Health, Safety & CDM Consultant		Shane Williams - Managing Director ECS 