

Covid-19 – Site Protocol Plan for Level 3 & 2

We are to treat everyone and everything as if they/it could potentially have Covid-19.

There are new Site Registers to assist us should we need to do a contact trace. We also need you all to keep a personal register of everyone that you have come into contact with during the day (this includes all family members and people within your bubble).

If anyone is not feeling well with any of the Covid-19 symptoms (sore throat, temperature, coughing/sneezing) or genuinely not feeling well. We request that you are to stay at home.

- Call your doctor and get a check-up.
- Call your Foreman
- Call the Office
- Only return to work once you are feeling better

Vehicles

1. Make sure they are cleaned every day.
2. Sanitise down the inside, where people have been touching, handles, dash, seat, etc.
3. Travel singular if possible. If not two only in one vehicle.

Entering the site

1. Only one person opens the site up.
2. Wash stations should be close to the entrance.
3. Wash your hands on entry to the site and at regular intervals. Where we don't have a wash facility on site, please use hand sanitiser.
4. Put all paper towels in a wastepaper bin.
5. Complete all the details on our new Site Registers every time you enter and leave the site (we encourage you to not leave site during the day).
6. If arriving at the same time as another employee/sub-contractor, we request that only one person sign-in for everyone if possible, to reduce germs spreading on the pen.
7. Wipe the pen down once you have signed in, ready for the next person.

While on Site

1. Try and keep the social distancing of 2m at all times. If you can keep numbers to two people per task otherwise separate tasks where possible.
2. Tea and lunch breaks should be staggered to reduce numbers in one place at a given time and keep at less 2m apart. Bring your own food to prevent cross contamination of germs.
3. Please try and avoid using other work colleagues tools where possible. Should you need to use them please ensure that they have been cleaned before returning

Deliveries

1. Make sure whoever is delivering goods have also signed in the site register with fill details. It doesn't matter how long their visit to site is.
2. As above they need to wipe down the pen for the next person.
3. Get them to place the goods in an allocated area, if possible. Unless asked by delivery person they shouldn't require any help with the unloading of the delivery from our staff members.
4. If you are helping you may want to use gloves to handle the goods. Keep your 2m distance if possible.
5. Once the delivery person has left site this is when you should get the goods required. These should be disinfected where possible, or you may also wish to use gloves to handle anything.
6. It has been said that any virus and contaminates can stay on any goods for a maximum of 72hrs. However this the maximum but depends on the surface as to the duration.

Ablutions

1. Wipe the door handle down before entering the toilet.
2. Wipe the seat and lip of the bowl down before and after use.
3. Wash your hands thoroughly.
4. Wipe the taps and anything else that you touch.
5. Leave clear and tidy for the next person.

Sub-Contractors On Site

1. Make sure they wash their hands on arrival and departure.
2. Sign in the register with fill details, make sure they wipe the pen down for the next person.
3. Any of their tools and goods should be disinfected if possible, or asked if they have been cleaned down before arriving.
4. Allocate work so individual trades are only working in one area with no other trades. (This is to prevent any cross contamination within the different trade working bubbles).
5. Different subs-contractors can work in different areas.
6. Social distancing of 2m needs to be kept at all times, where possible. If not possible no less than 1m and for on longer than 15min.
7. On them leaving they should wipe down anything they have touched.

Leaving Site

1. Wipe down tools as you pack them up, or disinfect
2. Wipe down anything you have touched, e.g door handles, taps etc.
3. Sign out, once again if one person can sign everyone out is a good practice. Wipe down the pen.
4. Wash your hands.
5. Do a quick disinfectant of the vehicle, if more than one-person is in the vehicle.
6. One person should close the site and spray the lock and where the gates are pulled shut.

Arriving at home

1. The vehicle should be disinfected and wiped down where people have touched the surfaces.
2. Shoes should be left outside and if possible washed.
3. Clothes should go straight into the wash.
4. It is recommended that you have a shower so the site contaminates are not crossing over into your personal space.

Tracking & Tracing

1. Site registers must be signed in and out by everyone who is in contact with our site and people.
2. At home with level 3 you are allowed one other bubble to enter your bubble, however this causes a lot more people that you are in contact with.
3. At home it is recommended that you keep a register of all the people that enters your bubble with contact numbers etc.
4. If you call into a shop to grab anything, you must note the time and day in your diary, also include, who you were with and if you know who served you also write their names down.