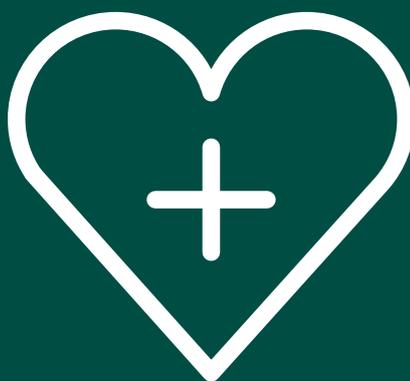


CORONAVIRUS (COVID-19)

RETURN TO WORK INFORMATION

ON CONSTRUCTION SITES



INTRODUCTION

These are exceptional circumstances and Deeside Timberframe Limited (DTL) must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

This Return to Work Information document is based on the Construction Leadership Council "Site Operating Procedures" Version 4 dated 18th May 2020 and Construction Scotland "Working on site during the COVID-19 Pandemic: Construction Guidance" issued 28th May 2020 and will be updated as circumstances dictate. It also includes UK Government guidance, Scottish Government Guidance and Health Protection Scotland guidance. The HSE is the relevant enforcing authority. If a site is not consistently implementing measures to protect workers, it may be subject to enforcement action.

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 includes considering how personnel travel to and from site.

This information is intended to introduce consistent measures for all DTL employees or subcontractor's operating on construction sites where DTL are subcontracted to carry out works in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

This document is intended as minimum guidance and should be read in conjunction with DTL Site Specific Risk Assessments which will be developed to reflect our individual clients Safe Operating Procedures and requirements.

In Scotland, the industry-agreed six-step phased model for the return of the construction sector is as follows...

- Phase 0: Planning
- Phase 1: Covid-19 Pre-start Site prep
- Phase 2: 'Soft start' to site works (only where physical distancing can be maintained)

- Phase 3: Steady state operation (only where physical distancing can be maintained)
- Phase 4: Steady state operation (where physical distancing can be maintained and/or with PPE use)
- Phase 5: Increasing density/productivity with experience

In England PHE guidance for construction states "where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission".

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

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

Sites, contractors and sub-contractors should remind the workforce at every opportunity of the procedures which are aimed at protecting them, their colleagues, families and the UK population.

WHAT IS CORONAVIRUS & TYPICAL SYMPTOMS

COVID-19 is the name given to the disease caused by a new strain of coronavirus which was first identified in Wuhan City, China in December 2019. COVID-19 was declared a pandemic by the World Health Organisation on 12 March 2020.

COVID-19 has now spread within communities across the UK. This means that everyone in the community should take extra precautions to ensure they practice good hand hygiene and social distancing.

WHAT ARE THE TYPICAL SIGNS AND SYMPTOMS OF COVID-19?

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Other symptoms can include, tiredness, shortness of breath and a headache. These symptoms can range from a mild-to-moderate illness to severe acute respiratory infection. For most people the symptoms of COVID-19 will be mild.

COVID-19 is more likely to cause severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Further information can be found on the following websites:

- [The UK Government](#)
- [The Scottish Government](#)
- [NHS Health Protection Scotland Website. Core COVID-19 Information and Guidance for General \(Non-Healthcare\) Settings. Version 4.0](#)
- [Construction Scotland](#)
- [The Construction Leadership Council](#)
- [The Health & Safety Executive](#)
- [NHS inform](#)

COMMON SYMPTOMS INCLUDE



New
Continuous
Cough



High
Temperature



A loss of, or
change in, your
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WHEN TO TRAVEL TO WORK

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

SOCIAL DISTANCING

Workers must follow the same principles of social distancing while travelling to and from work and while at work.

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 at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions).
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds).
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis.
- chronic heart disease, such as heart failure.
- chronic kidney disease.
- chronic liver disease, such as hepatitis.
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy.
- diabetes.

- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets.
- being seriously overweight (a body mass index (BMI) of 40 or above).
- pregnant women.

“Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.”

PERSONS DEFINED ON MEDICAL GROUNDS AS EXTREMELY VULNERABLE

Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.

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:

- Return home immediately.
- The use of public transport should be avoided.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in the bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on NHS Inform and not return to work until their period of self isolation has been completed.

- Contact to be made with next of kin.
- Advise Employer, DTL Supervisor and Site Management of developing condition.
- If the worker is so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.
- If possible, find a room or area where the worker can be isolated behind a closed door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. The worker 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 then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

Once the worker has left the premises, the immediate area occupied by the individual should be cleaned with detergent and disinfectant.

IF SOMEONE FALLS ILL



Return home immediately



The use of public transport should be avoided

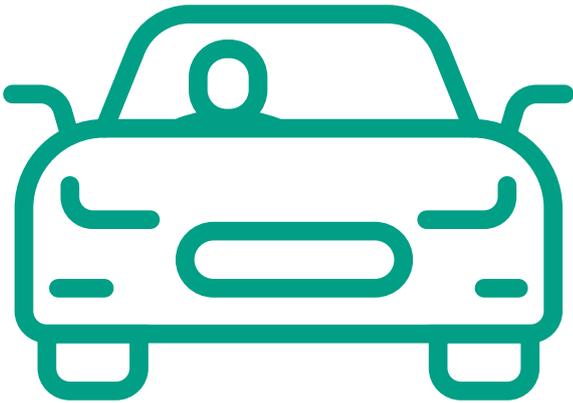


Avoid touching anything



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

TRAVEL TO WORK & DRIVING AT WORK



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

TRAVEL TO WORK

If workers 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.
- How someone taken ill would get home.

DRIVING AT WORK

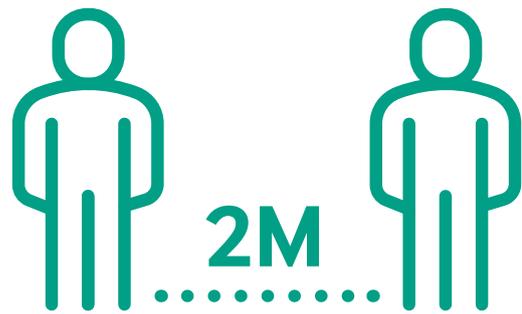
When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of 2 metres and avoid touching their faces.
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey.
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

SITE ACCESS & EGRESS POINTS

Principal Contractors will be considering site access and egress arrangements and will be introducing new procedures and monitoring compliance. DTL should:

- Stop all non-essential visits to site.
- Where large squads are working on the same project consider staggered start and finish times to reduce congestion and contact at all times.
- Allow plenty of space between people waiting to enter site.
- Observe and comply with any signage such as floor markings, to ensure 2 metre distance is maintained between people when queuing.
- Remind workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
- Workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.
- 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.



Ensure 2 metre distance is maintained between people when queuing



Workers to wash their hands for 20 seconds using soap and water when entering and leaving the site

HYGIENE AT WORK

HAND WASHING

- Allow regular breaks to wash hands.
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.

TOILET FACILITIES

Principal Contractors will be considering their toilet facilities and will be introducing new procedures and monitoring compliance.

DTL should:

- Observe and comply with any signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.
- Wash or sanitise hands before and after using the facilities.

CANTEENS & REST AREAS

Principal Contractors will be considering their arrangements for canteens and rest areas and will be introducing new procedures and monitoring compliance. DTL should:

- Where possible, encourage workers to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

- Break times may have to be staggered to reduce congestion and contact.
- Hand cleaning facilities or hand sanitiser should be used when entering and leaving the area.
- A distance of 2 metres should be maintained between users, wherever possible.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.

CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

Principal Contractors will be considering their arrangements for canteens and rest areas and will be introducing new procedures and monitoring compliance. DTL should:

- A distance of 2 metres should be maintained between users, wherever possible.

Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable



WORK PLANNING TO AVOID CLOSE WORKING

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the works to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the works to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

In England this would mean taking all the mitigating actions possible to reduce the risk of transmission.

In Scotland the Industry Plan states that 'Soft start' to site works and 'Steady state' operation (only where physical distancing can be maintained)" If there are operations essential to completion of the project that cannot be undertaken within the parameters of physical (social) distancing, then they must not take place until a specific risk assessment has been completed and appropriate control measures implemented.

Work needs to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government Guidance and HSE guidance and the advice within this document.

The workforce should be reminded (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

MEETINGS, TECHNICAL MEETINGS, INDUCTIONS AND TOOLBOX TALKS

Site visits and physical meetings should be kept to a minimum. Phones and mobile devices should be used, where possible, to carry out virtual meetings and review of information. Site Inductions, Toolbox Talks and RAMS Reviews should be carried out prior to starting work on site where possible. Updates should also be carried remotely to minimise contact on site.

HIERARCHY OF CONTROLS

If you are not able to work whilst maintaining a 2 metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls.

ELIMINATE

- 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. Comply with any one-way system introduced on sites.
- Consider alternative or additional mechanical aids to reduce worker interface.

Site Meetings

- Only absolutely necessary meeting participants should attend.
- Attendees should be at least 2 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**Where the social distancing measures (2 metres cannot be applied:**

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Regularly clean common touchpoints, tools, equipment etc.
- Workers should wash their hands before and after using any equipment.

**Regularly
clean common
touchpoints, tools,
equipment etc.**

ISOLATE**Keep groups of workers that have to work within 2 metres:**

- Together in teams e.g. (do not change workers within teams).
- As small as possible.
- Away from other workers where possible.
- **In Scotland** the Industry Plan states that 'Soft start' to site works and 'Steady state' operation (only where physical distancing can be maintained)" If there are operations essential to completion of the project that cannot be undertaken within the parameters of physical (social) distancing, then they must not take place until a specific risk assessment has been completed and appropriate control measures implemented.



CONTROL

Where face to face working is essential to carry out a task when working within 2 metres:

- **In England** Keep any interactions of this type to as brief and as infrequent as possible. A permit to work system may be required for non-standard works.
- **In Scotland** the Industry Plan states that 'Soft start' to site works and 'Steady state' operation (only where physical distancing can be maintained)" If there are operations essential to completion of the project that cannot be undertaken within the parameters of physical (social) distancing, then they must not take place until a specific risk assessment has been completed and appropriate control measures implemented.
- Ensure that this is supervised to monitor and manage compliance.

PPE

Sites should not use RPE for Coronavirus (Covid-19) where the 2 metre social distancing guidelines are met.

- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE.
- Where it is not possible to maintain a 2 metre distance, each activity should be risk assessed using the hierarchy of controls, mindful that masks (RPE) are the last resort in the hierarchy.
In Scotland the Industry Plan states that 'Soft start' to site works and 'Steady state' operation (only where physical distancing can be maintained)" If there are operations essential to completion of the project that cannot be undertaken within the parameters of physical (social) distancing, then they must not take place until a specific risk assessment has been completed and appropriate control measures implemented.
- 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.
- Further guidance can be found on the UK Government Website. Working Safely during COVID-19 in construction and other outdoor work.

BEHAVIOURS

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

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FIRST AID & EMERGENCY SERVICE RESPONSE

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

PROCEDURE TO FOLLOW IF YOU OR SOMEONE FALLS ILL

- You need to inform the Site Manager and DTL Supervisor or Manager. Do this by mobile phone.
- Stop working, go home and follow the stay at home guidance provided by the Government.
- If you need clinical advice **call 111** or visit **NHS 111 online**, in an emergency **call 999**.
- If you helped an unwell person, you do not need to go home unless you develop symptoms yourself, however you should wash your hands thoroughly for a minimum of 20 seconds.
- It is not necessary to close the site or send anyone else home, unless government policy changes.

If you need clinical advice call 111 or visit NHS 111 online, in an emergency call 999



**THANKS
FOR YOUR
COOPERATION**

