

Covid-19 On site Guidance

In these challenging times we all have a role to play in keeping ourselves and each other safe and well. We are making sure that we are keeping up-to-date with the latest information on COVID-19 and would encourage you to do the same through these websites. Remember the media and social media will not always be reporting accurately.

- [Public Health England \(GOV.uk\)](#) - [NHS](#)

Whilst in work please ensure you take care of your health and protect others by doing the following:

1. Wash your hands frequently



Regularly and thoroughly wash your hands with soap and water (do this for at least 20 seconds) or clean your hands with an alcohol-based hand rub when soap and water is not available. Ensure there are facilities for disposing of paper towels and tissues and that these are regularly emptied.

Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

2. Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the

virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

3. Practice good hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

4. Practice social distancing

When in offices or welfare facilities maintain at least 2 metres (6ft 6inches) distance between yourself and others – particularly if they are coughing or sneezing. Rearrange desks and tables so you are 2 metres apart, or move to other desks if needed.

In accordance with Public Health England guidance published on 7th April 2020, close contact must be minimised on construction sites, manufacturing facilities and yards. Where activities need to be carried out by more than one person within 2 metres, the duration should be kept below 15 minutes and a FFP2 or FFP3 face mask and gloves to be used: task specific gloves with disposable nitrile gloves underneath. There should not be a repeat of this (up to 15 minute) interaction within one hour.

For construction site, yard or manufacturing activities (as per Public Health England guidelines) when these need to be completed by two people who will be within 2 metres of each other because of the risks associated with the task (e.g. weight of the materials or a restriction of space) then the following **ADDITIONAL STEPS** must be complied with (for tasks over 15 minute duration):

Disposable paper overalls to be worn with hood up. At each break these overalls must be removed and must not be worn in welfare areas. Disposable overalls worn for tasks requiring entering the 2 metres vicinity, should **only be worn for these tasks**. All disposable overalls should be disposed of at the end of each shift.

RPE (FFP2 or FFP3 Type) to be worn. (Respiratory Protective Equipment) . RPE worn for tasks requiring entering the 2 metres vicinity, **should only be worn for these tasks**. Disposable type RPE to be disposed of at the end of shift.

Reusable FFP2 or FFP3 to be worn and maintained as per [TBT 005](#)

Safety goggles or close fit safety glasses to be worn.

Nitrile gloves to be worn under your task specific gloves.

Due to increased amount of PPE worn take a 10-minute rest break every 60 minutes.

Regular water hydration must also be followed, however do not share cups or water bottles.

Hot running water and soap and/or hand sanitiser will be available and must be used regularly.

All PPE used within 2 metre social distancing guideline should be disposed of in your general waste skip or bin, bagged and tied using disposable gloves.

5. The process for putting on and taking off PPE;

1. Put on your disposable gloves first
2. Then put on your RPE (see guidance on correct use of RPE below).
3. Then put on your disposable overall including hood. Make sure the hood is over the RPE straps
4. Complete the task you needed to do.
5. First remove your disposable overalls.
6. Then remove RPE
7. Then remove disposable gloves (see guidance below)
8. Dispose of any PPE post task or at end of shift.
9. Clean down any non-disposable PPE used (half mask) if relevant.

Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease. Government guidance on social distancing is;

*Employers who have people in their offices or onsite should ensure that employees are able to follow Public Health England guidelines including, **where possible**, maintaining a 2 metre distance from others, and washing their hands with soap and water often for at least 20 seconds (or using hand sanitiser gel if soap and water is not available).*

Public Health England and the HSE at this time do not recommend the wearing of RPE or face mask in a non-clinical setting, they do however recommend that all RPE should be face fit tested to the wearer in a clinical setting. Portakabin are using RPE as a control to minimise contact within 2 metre social distancing. At this time face fit testing cannot be conducted on those employees who will not be entering a clinical setting, but we would ask colleagues to follow guidance on use of RPE as closely as possible. Any colleague who is required to enter a live clinical setting WILL be required to be face fit tested for the RPE they use. See HSE poster below for further advice.

6. Stagger break times

Stagger break times to ensure everyone can maintain 2 metre distance between each other. Ensure time is given for tables to be cleaned down with disinfectant spray between sittings and clean any metallic surface such as door handles and counter tops. Rubbish should be cleared away by those using the facilities and not relying on cleaners or other people to clear up. Operatives should bring pre-prepared food whenever possible and not leave site to go to shops or cafes.

Why? This reduces the chance of people coming into contact with each other and reduces the chance of germs spreading.

7. Driving vans and other vehicles

Please arrange for ONE person only to be in vans and vehicles. Ensure additional vehicles are available for transporting to and from site.

8. Site access points

High traffic and frequent contact areas should be assessed to ensure risk of contamination or contact is sufficiently reduced:

- Stop all non-essential visitors

- Introduce staggered start and finish times to reduce congestion and contact at all times

- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring

- Remove or disable entry systems that require skin contact e.g. fingerprint scanners

- Require all workers to wash or clean their hands before entering or leaving the site

- Allow plenty of space (two metres) between people waiting to enter site

- Regularly clean common contact surfaces in reception, office, access control and delivery areas
e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times

9. Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

REMEMBER

If you have a high temperature and/or a new continuous cough

If you live alone and are showing symptoms of coronavirus, however mild, stay at home for **7 days** from when your symptoms started and please inform you line manager.

If you live with others and you are the first in the household to have symptoms then you must stay at home for **7 days**, but all other household members who remain well must stay at home for **14 days**.

For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

For further guidance please see [Public Health England](#)

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

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (i.e. as defined by underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

Why? National and local authorities will have the most up to date information on the situation in your area. This will also protect you and help prevent spread of viruses and other infections.

If anyone falls ill or displays symptoms on site, they must return home immediately to self-isolate.

Health and safety standards must be maintained; if an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

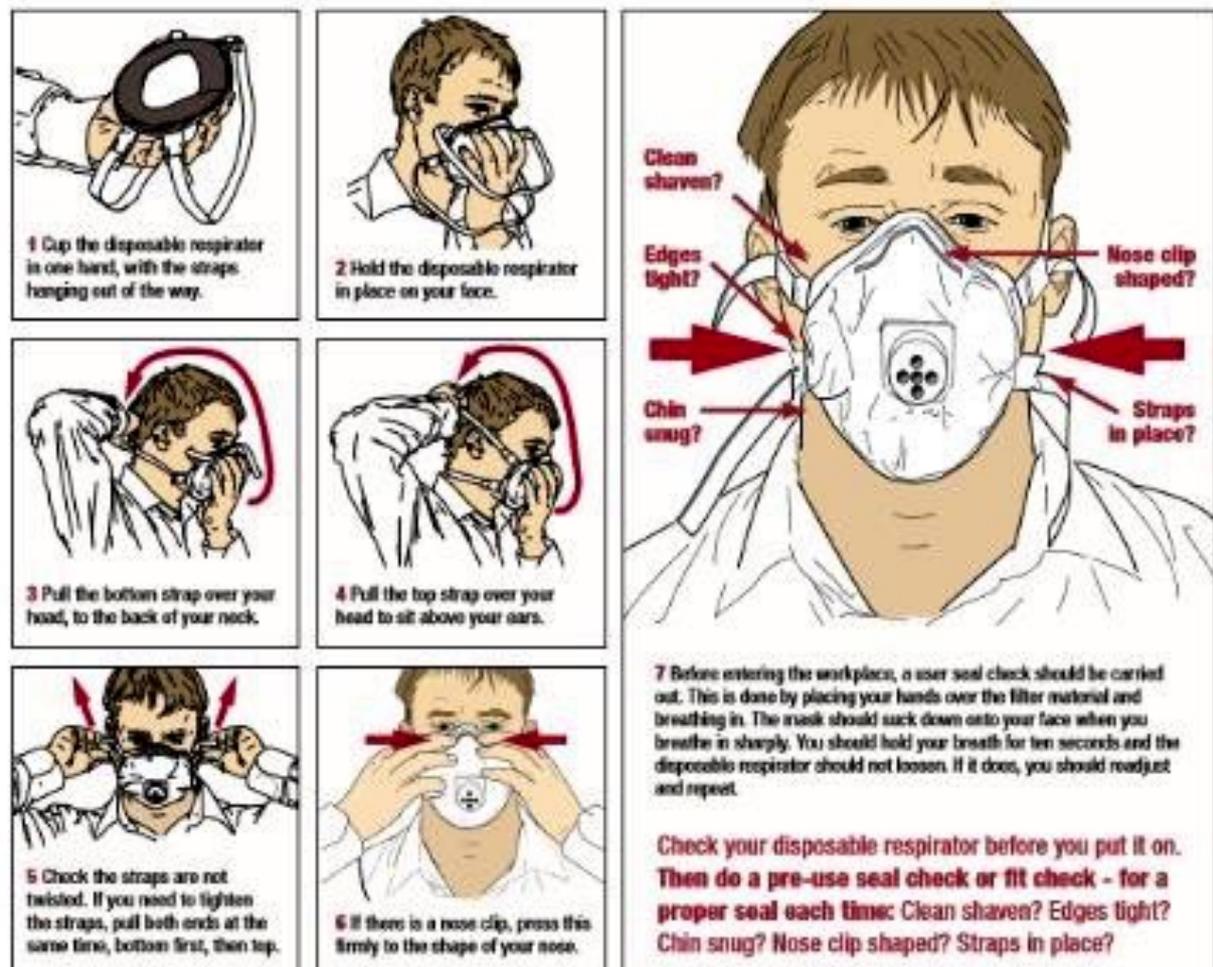


Using disposable respirators

Pre-use checks

- You should be clean-shaven around the face seal to achieve an effective fit when using disposable respirators. Beards and stubble will stop the disposable respirator sealing to your face and protecting you properly
- Make sure it is the right disposable respirator for your work and for you - have you passed a face fit test in this disposable respirator?
- Make sure the disposable respirator is clean and undamaged before you use it
- Follow the manufacturer's instructions for checking the disposable respirator and putting it on
- Check the fit every time you put on the disposable respirator to ensure there are no leaks

Putting the disposable respirator on and checking it fits



1 Cup the disposable respirator in one hand, with the straps hanging out of the way.

2 Hold the disposable respirator in place on your face.

3 Pull the bottom strap over your head, to the back of your neck.

4 Pull the top strap over your head to sit above your ears.

5 Check the straps are not twisted. If you need to tighten the straps, pull both ends at the same time, bottom first, then top.

6 If there is a nose clip, press this firmly to the shape of your nose.

7 Before entering the workplace, a user seal check should be carried out. This is done by placing your hands over the filter material and breathing in. The mask should suck down onto your face when you breathe in sharply. You should hold your breath for ten seconds and the disposable respirator should not loosen. If it does, you should readjust and repeat.

Check your disposable respirator before you put it on. Then do a pre-use seal check or fit check - for a proper seal each time: Clean shaven? Edges tight? Chin snug? Nose clip shaped? Straps in place?

This poster illustrates a typical disposable respirator, there are many other types available. Follow the manufacturer's instructions on putting your type of disposable respirator on and checking it fits.

Visit hse.gov.uk/respiratory-protective-equipment for more information