

Ganymede Control in Preventing the Spread of Coronavirus (COVID 19) Procedure

Purpose

This procedure sets out the policy of the company in respect of any staff member, sponsored operative and self-employed person under our control. The purpose of this procedure is to help us mitigate the spread of the Coronavirus (Covid-19) when carrying out their duties for Ganymede and their clients.

All Ganymede staff members and sponsored operatives must follow the requirements of this procedure during the Covid-19 pandemic or until further notice, to help protect the workforce whilst also minimising the risk of spreading the infection. This document is intended to introduce consistent measures across all our company operations in line with the Government and NHS guidance and recommendations on social distancing. These are exceptional circumstances, and everyone must always comply with the latest Government advice on Coronavirus. The health and safety requirements of any construction activity must also not be compromised during this time. If an activity cannot be undertaken safely due to a lack of equipment, suitably qualified personnel or PPE being available it should not take place.

Scope

This document is applicable to and will be implemented throughout Ganymede and its operations for staff members undertaking work at Ganymede offices, sponsored operatives undertaking work on site and vehicle transportation to site.

Employees/Sponsored Operatives Responsibilities

When carrying out work for Ganymede everyone must comply with the following:

- Only travel to work if it is not possible to undertake your duties at home, travel alone in vehicles wherever possible and if travelling in crew bus or public transport maintain social distancing.
- Do not travel to work if you, anyone you live with or anyone you have recently been in contact with shows symptoms of Covid-19.
- Respect of a minimum distance of 2 metres between people always (known as Social Distancing).
- Wash your hands frequently with soap and water, at least at the start of the day, at each change of task, and every 2 hours thereafter.
- Wash hands before drinking, eating and smoking for at least 20 seconds.
- Do not touch your eyes, nose or mouth if your hands are not clean (avoid touching them wherever else possible). Wash/sanitise hands after touching eyes, nose or mouth.
- Use hand sanitiser gel if soap and water are not available.
- Immediately report any symptoms or close contact with someone displaying the symptoms of Covid-19.
- Stop work and challenge the method of work so it can be adjusted if you are not able to comply with any of the above.

NHS Advice

- If you have symptoms of coronavirus, you'll need to self-isolate for 7 days

After 7 days:

- If you do not have a high temperature, you do not need to self-isolate.
 - If you still have a high temperature, keep self-isolating until your temperature returns to normal
 - You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.
 - If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.
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- If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days in total. If you do not get symptoms, you can stop self-isolating after 14 days.

Anyone who meets one of the following criteria must not come to work/site:

- Has a high temperature or a new persistent cough loss or change to your sense of smell or taste (you must follow the guidance on self-isolation)
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?
- Is living with someone in self-isolation or a vulnerable person

Travelling to Work

Wherever possible workers should travel to site alone using a Ganymede vehicle or their own transport. Where this is not possible, and operatives have to travel to site within a crew vehicle/bus they shall follow the process below. Where possible avoid using public transport.

Ganymede Sponsored Operatives including drivers should follow the process for travelling to client worksites:

Before entering any Ganymede vehicle, operatives must confirm to the driver or team leader that they are not suffering any symptoms of the coronavirus or any member of their household are suffering from any symptoms of the coronavirus or are in a period of self-isolation. All operatives must sign the Ganymede Vehicle Check List to confirm this.

Special instructions have been issued relating to the use of company vehicle which include hygiene, PPE and the number of passengers and seating arrangements to keep a separation distance from other passengers whilst travelling. If these instructions cannot be adhered to then operatives must not travel in the vehicle.

Wherever possible operatives must always travel in the vehicle allocated and not transfer to any other vehicle on site and for their return journey. There should be no change of driver during a shift, drivers may only be changed when the vehicle can have a deep clean.

Operatives may travel to site using their own transport but must ensure their vehicle is in a safe condition (taxed/MOT/service), and they have a valid driving license and insurance to cover business use. This must be authorised by the local Ganymede Manager. Car sharing is not allowed.

Drivers

All drivers must ensure that their vehicle is be wiped down inside and on internal and external door handles using cleaning materials provided. This will be carried out at the start of the journey, when at site and before the journey home.

Drivers must ensure they have enough water and cleaning materials in the vehicle before leaving for site. Do not use the vehicle if you do not have the necessary supplies and report it to your line manager.

Drivers must complete the Ganymede Daily Vehicle Check List to confirm this has been carried out and to also confirm that each passenger has declared they are fit for duty and are not suffering from any symptoms of the Coronavirus.

Drivers must ensure instructions that have been issued relating to the use of company vehicle, the number of passengers and seating arrangements are adhered to.

On Site

All operatives will have to follow arrangements and instructions on site for the following however site arrangements may differ due to the client and the type of work being carried out. The Ganymede Instruction/Briefing Document gives instructions on the following:

1. Site Access and Briefings

Staggered start and finish times may be in place to avoid congestion at sign on points. Operatives are reminded to keep to the 2-metre distance and avoid touching anything.

Briefings should be held outdoors in the open where possible, keeping to the 2-metre social distancing, a maximum of 6 people can be present.

Where voice activated back to back radios are used, the windsock shall be removed. They shall be cleaned both before and after shift by the individual that uses it. They shall not be passed between people during the shift. If a radio must be shared due to unforeseen circumstances it must be cleaned with a sanitisation wipe before and after use – if cleaning products are not available, it must not be shared.

2. Toilet Facilities

There should be sufficient facilities available on site. Toilet attendants may be on site to restrict the number of people using the facilities at any one time.

Hot water and soap should be provided, hand sanitiser where water is unavailable.

Always wash hands before and after use.

Put rubbish in the bins provided.

3. Canteens and Eating Arrangements

Time spent in welfare should be kept to an absolute minimum and the 2-metre social distancing must be adhered to. If the 2-metre distance cannot be met, then the facilities should not be used.

Breaks should be staggered to allow for the 2-metre social distancing to be adhered to.

Operatives are encouraged to bring their own food and refillable drinks; food heating facilities may not be available during this period.

Operatives are encouraged to stay on site and asked not to leave to go to local shops.

Operatives should wash hands before and after eating/drinking and smoking.

Put rubbish in the bins provided.

4. Avoid Close Working

Maintain social distancing of 2-metres. If this is not possible for a task, operatives to speak to the person in charge so the task risk controls can be reviewed. For certain tasks where social distancing of 2-metres cannot be achieved persons must wear a protective face mask

Work requiring skin to skin contact shall not be carried out.

On-Track Machines and Plant are single occupancy. Cabs should be regularly cleaned between use by different operatives.

5. General Good Practice

Wash your hands frequently with soap and water, at least on entering the site, at the change of each task, and every 2 hours thereafter. Wash hands when leaving the site before returning to the vehicle.

Wash hands for at least 20 seconds.

Use hand sanitiser gel if soap and water are not available.

Do not touch your eyes, nose or mouth if your hands are not clean.

Ensure you have adequate PPE when you arrive for your work. Do not share PPE.

6. Falling ill on site

Any person falling ill on site showing any of the coronavirus symptoms must identify themselves (keeping the 2-meter rule) to the PIC.

The person who becomes ill shall distance themselves from others by more than 2-metres and apply a disposable facemask where available and avoid touching anything. They shall drive home and self-isolate (follow government guidance).

If they are unable to drive, arrangements will be made for someone to drive them home, they should try to keep the 2-metre distance in the vehicle. Windows can be opened for ventilation and the driver must wear PPE and face mask.

The vehicle used for transporting the unwell person home must be deep cleaned and the driver must ensure he thoroughly washes his hands and disposes any protective PPE worn.

All persons who have come within 2-metres of a person who becomes unwell with the coronavirus symptoms without wearing PPE must inform the site PIC and Ganymede on call and will have to self-isolate following the Government instructions.

7. Accidents on site

First aid kits should include a mask for persons exhibiting signs of coronavirus.

First Aider's should take the necessary precautions (protective gloves and mask). Arrangements for the injured person to be taken to hospital in a vehicle will require the 2-metre distance to be adhered to.

Resource Consultants

It is the duty of all Resource Consultants to ensure that the operatives are kept up to date with all the relevant information, advice and guidance of the coronavirus. They will contact the Team Leaders and Drivers daily to ensure the processes of this procedure in relation to driving, vehicles and travelling to work are adhered to and the Vehicle Checks are being completed.

It is the requirement for the consultants to check that any operatives who are in the 'at risk' category who may suffer with any underlying conditions stipulated by the Government and the NHS are contacted to check whether they should be working or staying at home.

Related Documentation

- Ganymede Risk Assessment for Preventing the Spread of Coronavirus
- Ganymede Coronavirus COVID 19 Operative Instruction/Brief
- Ganymede Vehicle Checklist
- Ganymede COVID19 Site Works and Breaks Instruction Brief
- Ganymede COVID19 Travel for Work Instruction Brief
- Ganymede COVID19 Site Access Instruction Brief
- Ganymede COVID19 Depot and Messing Instruction Brief
- Ganymede COVID19 Vehicle Occupancy Instruction Brief
- Ganymede COVID19 Person in Charge Instruction Brief

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