

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

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### 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.
  - For Ganymede employees, ensure the Track and Trace spreadsheet is completed if you are working from, or visit any of our offices.
  - Employees and operatives are encouraged to download the NHS Test and Trace App.
  - During national or local lockdown's 'including the three tier risk restrictions essential' workers are able to travel to offices, if necessary, and with the agreement of a Director.
  - Anyone with symptoms COVID-19 should get a test through the NHS and notify HR of the result.
  - Anyone that has been in contact with someone with COVID-19 symptoms should stay at home and self-isolate in line with Government advice.
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## **NHS Advice**

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)

For most people, COVID-19 will be a mild illness. However, if a member of staff or operative has any of the symptoms above they must stay at home and arrange to have a test to see if they have COVID-19.

If any member of staff have symptoms of COVID-19 however mild, they must self-isolate for at least 10 days from when their symptoms started. They should arrange to have a test to see they have COVID-19 and go to **testing** to arrange.

If they are not experiencing symptoms but have tested positive for COVID-19 they also must self-isolate for at least 10 days, starting from the day the test was taken. If they develop symptoms during this isolation period, they must restart the 10-day isolation from the day they developed the symptoms.

After 10 days, if they still have a temperature they should continue to self-isolate and seek medical advice. They do not need to self-isolate after 10 days if they only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone

If they live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or, if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

Members of staff and operatives must inform their line manager and consider alerting people who they do not live with and have had close contact within the last 48 hours to let them know they have symptoms of COVID-19.

## **National/Local Lockdowns**

Government and Local Authority advice will be followed when lockdowns are in place including local lockdown areas and the Three Tier Risk Restrictions. Essential workers will be briefed on any additional restrictions or control measures in place. Essential workers must inform their line manager if their residence is within a very high-risk area and they wish to leave this area for work purposes.

Operatives are advised to contact the Ganymede local office by telephone or email to resolve any issues. If they have to visit the office, arrangements must be made in advance with the local manager.

## **Travelling to Work**

Wherever possible operatives 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.

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Special instructions have been issued relating to the use of company vehicles 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 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.

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### 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 risk assessments will be carried out with a safe method of working arranged, this will include persons wearing a protective face mask which will help to protect others by reducing the transmission of COVID-19.

### 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.

Used correctly, a face covering may help to protect others by reducing the transmission of COVID-19.

### 6. Falling ill on site

Any person falling ill on site showing any of the coronavirus symptoms must identify themselves (keeping the 2-metre 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.

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## 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.

### **Positive Test of COVID-19**

Where a member of staff or operative confirms a positive test result, a risk assessment will be undertaken to consider, where they have been working, who they may have been in contact with and what facilities they may have used through track and trace. Appropriate actions will be swiftly taken, which may include deep cleaning of office areas, vehicle, client messing facilities and informing asking staff members and work colleagues to go home to self-isolate.

Should there be more than one confirmed case from a workplace, this information will be shared with the local Public Health England (PHE) health protection team. We will work with the PHE team to take the necessary steps to manage the outbreak.

### **COVID-19 Outbreak**

Where we have more than one positive COVID-19 result at a workplace, it will be referred to the Public Health England (PHE) local health protection team by HR. We will work with PHE to restrict the potential of further outbreak. If on a client worksite we will assist our clients with any outbreak involving our operatives in line with their instructions and requirements.

### **Related Documentation**

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

Date of Issue: 19/10/2020

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