

COVID-19 Briefing

We are reviewing our processes regularly to comply with current government Covid-19 advice and will continue to monitor this and amend our working practices as necessary. Our primary aim is to keep our workforce safe and minimise the spread of infection. We must all play our part in doing this. Please help by following our guidance below and if you have any concerns raise them immediately.

Please ensure to keep yourselves up to date on any current guidance on the Coronavirus, this can be accessed via: <https://www.gov.uk/coronavirus>.

- For Ganymede employees, ensure the Track and Trace spreadsheet is completed if you are working from home, the office, visit any of our offices, client offices or sites.
- Employees and operatives are encouraged to download the NHS Test and Trace App.
- During national or local lockdown's including any tiered risk rated areas 'essential' workers are able to travel to offices or sites in these areas, if necessary for essential and front line works, and with the agreement of a Director for an employee or Line Manager for an operative.
- Anyone with symptoms of COVID-19 should get a test through the NHS and notify your Line Manager or HR of the result.
- Anyone that has been in close contact with someone with COVID-19 symptoms should stay at home and self-isolate in line with Government advice.

Before work

If you do not feel well and have any of the following symptoms, please do not come to work:

- A high temperature, a new persistent cough, a loss or change in your normal sense of taste or smell.
- Symptoms of a common cold or flu
- You are a vulnerable person (by virtue of age, underlying health condition, clinical condition or are pregnant)
- You are living with someone in self-isolation or a vulnerable person

You should always aim to have a 2-metre separation between yourself and anyone else.

Ensure you have full PPE with you before you go to site, this should include gloves, glasses and a face mask. Face masks should be worn wear required or where advised to do so.

Under no circumstances should consumables be removed from site e.g. soap, toilet rolls, sanitizer, dust masks etc. This could result in you being stood down.

Travel to Site

Special instructions have been issued relating to the use of company vans with the number of passengers allowed and seating arrangements made. If these instructions cannot be adhered to then you **must not** travel in the van.

The van should be wiped down inside and on internal and external door handles using cleaning materials provided. Ensure you have an adequate stock of cleaning materials before you set off. If you run out of cleaning materials, please do not use onsite supplies without the express permission of the Client and ensure you advise the office that you require a further supply.

You may travel to site using your own transport, please ensure your vehicle is in a safe condition (taxed/MOT/service), that you have a valid driving license and insurance to cover business use.

Mobile phones (hand-held or hands free) must not be used whilst driving. Please do not car share.

Where possible park away from other vehicles or wait until people have moved away before you exit your vehicle. Always remember the 2-metre advice.

Site Access

Wash your hands before entering the site (with soap and water if available or hand sanitiser).

When signing in keep your 2-metre distance from others. Sign-in should take place on either side of a window with you showing your card/holding it up to be scanned – not handing it over.

Start and finish times should be staggered to avoid everyone arriving at the same time.

You shouldn't have to touch things (touch screens/share pens) at this time. Any things that must be touched should be sanitised regularly. If you feel uncomfortable, please wash/sanitise your hands again afterwards.

Site briefings should, where possible, be held outside. The number of people in attendance should be reduced to allow everyone to keep the 2-metre distance

Toilet Facilities

Always wash your hands before and after use.

Note that there may be a toilet attendant to restrict the number of people using the facilities at any one time.

Ensure to dispose of rubbish in the bins provided.

Canteens and Eating Arrangements

You are encouraged to stay on site once you have entered it, please don't leave to use local shops.

Please take in prepared food and refillable drink bottles from home.

Please wash your hands when you enter the mess facility and again when you leave.

Dedicated eating areas should be identified on site, to allow you enough space to keep your 2-metre distance.

Break times should be staggered to reduce the number of people using facilities at the same time.

Please put all rubbish in the bins provided, don't leave it for someone else to clear up.

If there is catering on site, it should be pre-prepared and wrapped, payment should be through contactless card and crockery/utensils/cups should not be used.

Avoid Close Working

There may be situations where it is not possible or safe for workers to distance themselves from each other by 2-metres. In these circumstances additional controls should be in place (e.g. face masks, gloves, sanitisers, reduced working time etc).

All work should be planned to minimise contact between workers.

Single use PPE should be disposed of so it cannot be reused.

Reusable PPE should be thoroughly cleaned after use and not shared with other workers. You should regularly clean the inside of vehicle cabs and between use by different operatives.

Site meetings should only involve necessary participants. Try to hold the meeting outside, or in well ventilated room with enough space for people to remain at the 2-metre distance from each other.

PIC/COSS/ES briefings should be carried out at least 2-metres away. If required, these can be done on a 1-1 basis and should be undertaken outside wherever possible.

Use mobile phones/2-way radio and intercom to avoid face to face contact where possible.

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 site before returning to the vehicle.

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.

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

Maintain social distancing where possible keeping at least 2-metres from other persons.

Wear a face mask where required or if advised to do so.

Falling ill on-site

If you become unwell on site (develop a temperature or persistent cough, lose the sense of taste or smell) you should:

- Avoid touching anything
- Return home immediately, drive yourself, if possible. If not, get someone to drive you and keep as much distance from them in the vehicle as possible. It is advisable for the contaminated person to wear a face mask for the journey.
- Arrange to be tested and follow guidance on self-isolation and do not return until this has been completed.
- Inform your Ganymede Manager or Ganymede On Call and update him/her of the result of your test.

Accidents on Site

If you are acting as a first aider on site please make sure you have the necessary protection, including protective gloves and a mask. Take all necessary precautions.

Arrangements for the injured person be taken to hospital in a vehicle will require the 2-metre distance to be adhered to.

Please ensure all accidents and incidents are reported to the PIC on site and the Ganymede On Call.

Positive Test of Covid-19

If you get confirmation of a positive test result, you must inform your Ganymede Manager for a risk assessment to be undertaken to consider, where you have been working, who you may have been in contact with and what facilities you may have used this in line with the track and trace process. This will allow for appropriate actions to be taken by ourselves or the client, 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.

Ganymede will keep you updated with any further information as it becomes available, please check our website for updates:

<https://www.ganymedesolutions.co.uk/safety-hub/safety-briefing-update>