

## COVID-19 Code of Conduct

### Aim & Objective

We expect all Ganymede staff members and sponsored operatives to follow the requirements of this code of conduct during the Coronavirus (Covid-19) pandemic or until further notice. This is to achieve our **aim** of protecting the workforce whilst also minimising the risk of transmitting the infection.

### Employee/Sponsored Operatives Responsibilities

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

- Do not travel to work if you have symptoms of COVID-19 (develop a high temperature, a persistent cough, loss or change to your sense of smell or taste)
- Respect 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
- Ensure you wear the correct PPE including face mask where required
- 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.

### Travelling to Work

Operatives must follow the control measures in the Driving Risk Assessment, these include:

1. Before entering any Ganymede vehicle, you must confirm to the driver or team leader that you are not suffering any symptoms of the coronavirus.
2. When travelling in a company vehicle special instructions have been issued relating to the cleaning/sanitisation of the vehicle, the use of ventilation and face masks. If these controls cannot be adhered to then you must not travel in the vehicle.
3. If you have permission to travel to site using your own transport you must ensure your vehicle is in a safe condition (taxed/MOT/service), and you have a valid driving license and insurance to cover business use.

### Falling ill on-site

If you become unwell on site (develop a high temperature, a persistent cough, loss or change to your sense of smell or taste) 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 that face mask should be worn for the journey and the vehicle to be full cleaned following the journey.
- Follow guidance on self-isolation and get a PCR test, do not return until you have had a negative result.

**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 social distancing to be adhered to. Please ensure all accidents and incidents are reported to the PIC on site and the Ganymede On Call.

**Where Social Distancing can't be achieved**

Where the social distancing requirements cannot be followed, in relation to an activity further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Additional PPE including the wearing of Face Masks to be worn

Ganymede insist you follow this code of conduct and any site-specific instructions from our clients which will be briefed to you before starting work. If you have any concerns you must raise them with the site PIC immediately.

**Important Reminder** – Despite the COVID19 controls you need to remain aware of the dangers of working on or near the line when undertaking work. In the current circumstances it is easier to become distracted, which is why it is important to make sure you understand the safe system of work implemented and briefed by the PIC/COSS. Good, clear communication is key to being safe. If you don't understand something **speak up**, if you think something is unsafe, stop work and inform the PIC.

**Remember Stay Alert and Stay Safe**