

## 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. These are exceptional circumstances, and everyone must always comply with the latest Government advice on Coronavirus. Staff and Operatives are encouraged to participate in the Government's vaccination programme. Lateral Flow Tests are available from Ganymede offices and regular testing is encouraged.

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:

- Do not travel to work if you, have symptoms of COVID-19.
  - 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.
  - Always wear a face mask where required or advised to do so.
  - 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.
  - During national or local lockdown's '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, operatives should inform their Ganymede Line Manager.
  - Anyone that has been in contact with someone with COVID-19 symptoms should only self-isolate if 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 should arrange to have a test to see they have COVID-19 by going to **testing** to arrange a PCR Test. If they receive a positive result they must self-isolate for 10 days from the start of the symptoms.

If they are not experiencing symptoms but have tested positive for COVID-19 through a lateral flow test they should arrange a PCR Test and 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

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 any 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**

Ganymede Sponsored Operatives should follow the control measures contained in the relevant Driving Risk Assessments when travelling to and from sites.

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.
  - Special instructions have been issued relating to the use of company vehicles which include hygiene, PPE including the wearing of face masks and ventilation. 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.
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- Operatives may travel to site using their own transport where this has been authorised by their Manager, 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.

### **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 are adhered to.

### **On Site**

All operatives will have to follow Covid-19 arrangements and instructions on site. Site arrangements may differ due to the client and the type of work being carried out.

- Operatives are briefed on, where practicable, maintaining social distancing throughout their activities, signing in, welfare, working etc.
- Operatives are encouraged to wash their hands at various points throughout the day including on arrival, at the start of each task, before and after eating and every two hours thereafter.
- Communication on site; briefing should be undertaken with social distancing between operatives, if this is not possible one to one briefings should be undertaken, briefings should be undertaken outside wherever possible.
- Anyone developing symptoms shall inform the person in charge as soon as possible (maintaining social distancing) and avoid touching anything. They should apply a face covering and drive themselves home immediately and follow self-isolation guidance until they can get a test.
- If someone notices that any of these controls are not being adhered to, they should stop work and challenge. If the controls cannot be adhered to then the worksafe procedure should be invoked.

### **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.

### **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 and who they may have been in contact with. 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/get tested. Resource Consultants will inform the HSEQ Team of any Operatives who have symptoms, test positive or are in self-isolation to ensure the tracker/log is kept up to date.

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## **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 Vehicle Checklist
- Covid-19 Code of Conduct
- Ganymede COVID-19 Vehicle Occupancy Instruction Brief
- NR/L3/MTC/CP009 COVID-19 Contingency Plan: Safe Working Practices

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