

## COVID-19 (Coronavirus) Hygiene

### Site Access Control & Site Briefing

As COVID-19 is a new illness, we do not know exactly how it spreads from person to person. Similar viruses are spread in cough droplets. This advice is aimed at front line staff to help prevent the spread of the virus and covers the common contact scenarios you may face on site. It is based on the best evidence available from Network Rail and the relevant government bodies.

**Remember, if you feel something is unsafe, SPEAK UP and invoke the Worksafe Procedure.**

#### Arriving at Site

- A minimum of 2 meters separation distance between colleagues should be maintained.
- Unnecessary congregating with colleagues on site must be avoided.
- Do not enter another team's or member of staff's vehicle.

#### Signing in Site Access Controller (SAC)

- ALL signing in and out with the SAC must be done over the phone.
- Staged signing in or arrival times should be considered to prevent the SAC becoming overwhelmed with calls.
- All SACs must challenge staff signing in against the 'Site Access Controller COVID 19 Checklist' document.
- The SAC will be responsible for keeping their environment hygienic throughout the shift.

#### COSS/PIC Briefing on Site

- Staff should maintain a separation of 2 meters distance from each other whilst being briefed by the COSS/PIC.
- Operatives should wear face masks when on site especially if there's a need to come within 2m of another person when carrying out specific duties.
- Briefings should be undertaken outside without exception, unless wet weather conditions would degrade the paperwork. If briefings cannot be done outside, then the "1 in 1 out" principal must be followed.
- No more than 6 people should be briefed (by 1 person) at a time. Everyone must understand and follow the requirements of the Safe System of Work.

**Remember, SAFETY FIRST, SAFETY ALWAYS.**