

## COVID-19 Site Operating Procedures (SOP) for construction sites

Construction sites in England are specifically allowed to be open, in line with the latest Government guidance on business operations during the COVID-19 crisis. However, businesses must be COVID-secure and Alok Sharma, the Secretary of State for Business Energy & Industrial Strategy, confirmed that the SOP, which is aligned with Public Health England (PHE) guidance, must be implemented in the workplace.

The 'NFB COVID-19 SOP' builds on that guidance and incorporates the Government's 'Working safely during COVID-19' guidance to ensure the safest possible working environment for our members. We understand that it may be difficult to adhere to all guidance but industry should ensure that staff, clients and the public interact as little as possible and remain safe in all their activities. The NFB asks members to take a value-led, risk managed approach in operating sites and offices.

The Health and Safety Executive (HSE) and the local authority are the relevant enforcing authorities for public health. If a site is not consistently implementing COVID-secure measures, it may be subject to enforcement action.

**MEMBERS ARE STRONGLY ENCOURAGED TO READ THE [NEW SECTION ON 1M+](#)**

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**We recommend that one person on each site is employed or responsible for learning and implementing these guidelines as well as monitoring compliance. This will ensure maximum site safety.**

### **1m+ Update** <sup>NEW</sup>

The Government has announced that from 4 July 2020, the 2m social distancing rule will reduce to 1m+ but this does not simply mean that it is now safe to replace all working or interaction that is currently taking place at a 2m distance to a 1m distance. The 1m+ Advice is very similar to the hierarchy of controls included within the Site Operating Procedures, so many businesses will already be taking the suggested actions.

### **2m where possible**

The Government has stated that where possible, it will still be advisable to maintain a 2m distance.

### **1m+ where 2m not possible**

Where it is not possible to maintain a 2m distance, the Government has said that it will be possible instead to use a 1m+ rule which means that human interactions can take place with 1m distancing, so long as mitigating actions are taken below 2m. These mitigations should be determined based on individual risk assessments but include measures such as:

- Limit the number of people interacting within 2m (cohorting/fixed teams, staggering break times)
- Limiting the amount of peak travel on public transport
- Workers should sit / stand side by side or behind other people, rather than facing them
- Where possible, people should meet outdoors, rather than indoors
- Keep interactions brief
- Wear a face covering on public transport, in shops or crowded indoor environments
- Increase ventilation (of fresh air) in buildings and in vehicles
- Avoid loud talking

These mitigations are based on the principle that lower duration of contact, increased supply of fresh air and non face-to-face direction all help to reduce transmission.

In addition, the Government still expects that businesses will take actions to reduce transmission via surface contact, these include:

- Regularly washing hands using soap and water or hand sanitiser
- Avoiding touching surfaces and do not touch face
- Dispose of waste safely, including items such as paper face masks or gloves

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## Strategic precautions

There are numerous strategic precautions that can be taken on site which will help reduce the risk and possibilities of transmission.

- Ensure morning best practice talks based on this document and [Public Health England \(PHE\) guidance](#) take place
- Ask all present at morning talks, if any team members have symptoms or have had exposure to anyone with symptoms - remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population
- Where possible, it is still advised to work from home
- Employees should reduce socialising and limit travel
- If multiple trades will be coming on site, without fixed workers responsible for implementing safety guidelines, contractors should identify a hygiene coordinator whose primary role is to ensure best practice and social distancing
- Operate 'buddy lookout programmes', so that members of staff can report any concerns and support staff accordingly
- Ask staff how they are feeling and whether they have any concerns. Companies must recognise the importance of ensuring staff are not only physically healthy but mentally well – remember that employers have a duty to consult staff on health and safety, this includes in respect of COVID19
- Remember to keep in contact with off-site workers to check on their welfare
- Ensure regular, ongoing two-way communication with workers through TUs or employee reps
- Ensure that all directly employed staff and supply chain supervisors have the personal phone numbers of their workers in case self-isolation advice needs to be passed on
- Working within 2m of another workers must comply with the 1m+ rule
- Please ensure sub-contractors are aware of Site Operating Procedures (SOP) and ensure they understand who they should report concerns to
- To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating
- Gloves are not a solution to stopping the spread of COVID-19. They simply stop skin transmission. This is why disposable gloves are important when using machinery and limiting use of tools to once individual, or cleaning them immediately afterwards.
- If gloves are not disposable, they should be used by one individual only and ideally washed at the end of the day.
- This guidance should be offered online

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## Social distancing and vulnerable employees

- Stay 2m apart or 1m+ where mitigations have been put in place, such as screens
- This may be extremely difficult, especially in activities such as two man lifts, therefore assess whether any mechanical lifting could be used instead
- If safe, try to work alone. Reduce gatherings to ensure that you are able to stay 2m or 1m+ apart at all times. One staff member, one supervisor is best.
- Avoid using public transport
- Be aware of the high risk categories for COVID-19 and be aware of the clinically extremely vulnerable and clinically vulnerable employees. These include diabetes, respiratory illness such as asthma, heart complications and people at high-risk are strongly advised to work from home. A comprehensive list can be found, [here](#).
- Clinically extremely vulnerable employees should only work from home until the guidance changes in August. Clinically vulnerable (but not extremely vulnerable) employees who cannot work from home should be offered only the safest onsite roles and a specific risk assessment should be undertaken before they begin work
- Avoid contact with any colleague, client or member of the public who may be displaying [symptoms](#) of COVID-19: persistent cough and high temperature.

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## If symptoms appear and NHS Test and Trace <sup>UPDATED</sup>

If a worker starts displaying any COVID-19 symptoms, or they have been contacted by NHS Test and Trace, they must immediately follow the [guidelines](#) for self-isolation and not return to work until the self-isolation period is completed.

If these symptoms occur on site, workers must:

- Go home immediately and avoid touching any equipment, e.g.-tools, vehicles, staff
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- Report them to supervisors/other staff (if in person, at a safe distance, 3m), or by telephone after they have gone home
- Supervisors/managers must note the day self-isolation began and ensure the worker does not come back on site until the self-isolation period of 7 days is over (or 14 days if someone in the workers household has symptoms)
- If someone must be taken home ill, workers and the company should have a strategy in place
- The employee and the people they live with should [order a COVID-19 test](#)

## Travelling to and arriving on site <sup>UPDATED</sup>

Many staff will travel to one, or multiple sites. We therefore recommend the following procedures:

- Wherever possible, workers should travel to site alone using their own transport
- Ensure cycle spaces are available but try to keep bikes two metres apart. This will limit accidental

- contact potential. Staff must look after their own cycles and not help others with theirs.
- Provide lockers and showers in order to help employees use alternative means of transport – such as cycling and running <sup>UPDATED</sup>
  - If possible, park cars one space apart. This limits the opportunities for spread if workers do cough, sneeze or spread germs. This also limits accidental contact potential, with e.g.-door handles.
  - Consider providing additional parking spaces/cycle spaces to ensure social distancing and accommodate increased single person journeys
  - If workers have no option but to share transport:
    - journeys should be shared by the same employees with the minimum number of people possible at one time (try and ensure distancing in the vehicle as much as possible)
    - good ventilation (e.g. keeping windows open) and facing away from each other may help reduce risk of transmission
    - the vehicle should be regularly cleaned with gloves and usual cleaning products, with emphasis on areas that are likely to be touched such as handles
  - IF POSSIBLE DO NOT TRAVEL ON PUBLIC TRANSPORT.
  - Some businesses have been transporting staff separately to ensure works can continue, others, such as sub-contractors have been coming in vans or crew buses.
    - Crew buses should seat workers either side of the vehicle, with a row of seats being left as a gap behind the next set of people
    - If possible, single cabs should hold a maximum of two
    - If transport resources allow for it, it may be possible to have one person per single cab vehicle
    - If possible, the inside vehicles should be cleaned a minimum of three hours after it has been exited (this allows any potential airborne particles to drop). Handles should be cleaned immediately after arrival on site.
  - Ensure that if any equipment is moved from vehicles to sites, it is transported by someone wearing disposable gloves that are thrown away after one use, or hands are washed for 20 seconds, before and after transportation.
  - If possible vary start/finish times to ensure the least possible contact with the public (this is absolutely key if workers are arriving on public transport)
  - Where public transport is the only option for workers, the following action is specifically requested:
    - changing and staggering site opening hours to reduce congestion on the network
    - avoid using public transport during peak times of 05:45 - 8:15 and 16:00 - 17:30 <sup>UPDATED</sup>
    - please read the section below on face coverings on public transport
  - Install mobile handwashing station near car parks
  - Consider how someone who is taken ill would get home

## Face coverings on public transport

Wherever possible, use of public transport should be avoided. Where it is the only option, it is now a legal requirement that you must wear a covering on public transport.

- A face covering is not the same as a surgical mask or medical grade PPE
- A face covering is not PPE, it offers no or little protection to the user but helps to prevent transmission to others where the user is asymptomatic
- Face coverings should not be used by children under 2 years old or by anyone who might struggle to use or manage them correctly, e.g. those with respiratory conditions
- Face coverings should be used properly, covering the mouth and nose, and hands should be washed before putting them on and after taking them off

To find out more about what constitutes a non-medical face covering, including guidance on how to make one, see the GOV.UK advice [here](#).

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## Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres or 1m+
- Avoid touching surfaces of the vehicle and then their faces
- Maintain good ventilation (e.g. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey

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## Site Access Points

- Where possible, use an infrared thermometer to test staff as they enter the site (normal body temperature is 36.4C). Ensure the tester is wearing Personal Protection Equipment.
- Provide hand cleaning facilities at entrances and exits. This should be soap and warm water wherever possible or hand sanitiser if water is not available.
- Consider providing individual sachets of hand lotion to workers who may suffer dry hands. If workers are bringing their own lotion, ensure bottles are also washed.
- Monitor site entrance/exit hand cleaning
- Plan entry and exit points to enable social distancing – it may be necessary to change the number of access points to manage congestion, enable monitoring etc.
- Use signage:
  - such as floor markings to ensure 2 metre or 1m+ distance is maintained when queuing
  - reminding workers not to attend if they are showing symptoms of Covid-19 or have



members of their household with symptoms, following the guidance [above](#)

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands, for 20 seconds, following the hand washing advice in this guide, before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials
- Ensure that any used site cabins are cleaned weekly/at every shift changeover/use
- Consider arrangements for monitoring compliance

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## Moving around sites and buildings

- Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use.
- Reducing job rotation and equipment rotation, for example, single tasks for the day.
- Implementing one-way systems where possible on walkways around the workplace.
- Using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.
- Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.
- Separating sites into working zones to keep different groups of workers physically separated as much as practical.
- Planning site access and 'area of safety' points to enable social distancing.
- Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing
- Try to provide static workstations that adhere to the 2m or 1m+ distancing

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## Managing visits to sites

- Avoid any and all unnecessary site visits, use remote connection where possible
- Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival
- Limit the number of visitors at any one time
- Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.
- Maintaining a record of all visitors, if this is practical
- Ensure all 'hosts' are aware of their responsibilities and provide extra training if necessary
- Provide clear signage on social distancing to the public if the site includes a public right of way
- Revise pick-up and drop-off collection points, procedures, signage and markings.
- Minimising unnecessary contact at gatehouse security, yard and warehouse, for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

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## Hand washing and waste

- Provide additional hand washing facilities to the usual welfare facilities at large spread out sites or if there are significant numbers of personnel on site, including plant operators
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable rubbish bins for hand towels/gloves/tissues with regular removal and disposal.
- Rubbish bins should be closable/contained, e.g.-automatically or with a foot pedal and **not by hand**, e.g.-push flap
- Empty bins when three quarters full. This will ensure rubbish and droplets are better contained
- Set up mobile hand washing/sanitizer stations to ensure greater cover of proper hygiene
- Hand should be washed/sanitized regularly, for example after sneezing, coughing, blowing of nose, before and after eating, after using public transport, arriving on site
- Consider giving staff personal hand sanitizer, so that they can maintain increased hygiene

Sites will need extra supplies of soap, 60%+ alcohol based hand sanitizer and paper towels and these should be securely stored

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## Toilet Facilities <sup>UPDATED</sup>

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant or designated supervisor
- Wash hands before and after using the facilities
- Enhance the cleaning regimen for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use, these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal
- Ensure workers are queuing 2m or 1m+ apart to use the toilet. Follow social distancing guidance when facilities must be accessed via tight spaces such as corridors, e.g.- restrict queuing to more open spaces
- If possible, ensure that water/soap/hand sanitizer/toilets/toilet paper/hand towels are automatic sensor triggered, no touch technology
- Provide disposable paper hand towels rather than automatic dryers

We have also been hearing reports of toilets and facilities being broken into and toilet paper/cleaning equipment being stolen. Please consider removing hand sanitizer and toilet paper from sites, or holding some in a safe location to ensure that sites can always remain serviced.

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## Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres or 1m+
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal
- Provide signage/ one-way systems to ensure 2m or 1m+ distancing

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## Canteens and eating arrangements <sup>UPDATED</sup>

Canteens may now be open as long as they are following Government advice on keeping workers and customers safe during COVID-19 and the [Food Standards Agency guidance here.](#) <sup>UPDATED</sup>

As there is a requirement for construction sites to provide a means of heating food and making hot drinks, you should introduce measures that keep equipment clean between **every** use, kettles, microwaves etc. to minimize the risk of transmission through touching. <sup>UPDATED</sup>

Where possible, the workforce should also be asked to bring their own food and to stay on site.

## CANTEENS <sup>UPDATED</sup>

- the capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- canteen staff and workers may use rest areas if they apply the same social distancing measures
- consider arrangements for monitoring compliance
- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. If possible, these facilities should be used only for those using this facility
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres or 1m+ apart from each other whilst eating and avoid all contact
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should not be used and therefore removed from the site
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. If possible, use automatic sensor triggered, non-contact technology
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. This also includes changing facilities, showers and drying rooms
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
- Workers should not be leaving sites to visit local shops.

**Sites will need extra supplies of soap, hand sanitizer and paper towels and these should be securely stored.**

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## Signage

Sites should have clear signage, for example on hand washing, entry and exit, social distancing and cleaning of equipment to ensure workers are always following best practice.

Send a letter, or put up a notice letting clients know exactly what time you will be arriving and leaving.

To show that you are implementing this advice, the Government has produced a 'Five steps to safer working together' notice which can be displayed onsite, available to download [here](#).

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## Site specific guidance

Businesses should complete risk assessments and prioritise construction activities where social distancing is most easily managed. For example, where there is work on open air sites (e.g. groundworks), closed roads (e.g. section 278 agreements), vacant sites/homes. The results of risk assessments should be shared with workers, and the Government expects those companies with over 50 workers to publish on their website.

Where it is not possible to work on the site types (or similar) listed above, for example when needing to work on extensions, refurbishments or inside occupied homes, project work risk assessments are needed. Do also consider whether these projects are critical, for example gas and plumbing works, open roofs, legionella.

Risks and solutions to be considered:

- Identify sites with high risk populations, such as care homes, hospices, residential facilities
- Put provisions in place to ensure/reaffirm social distancing, for example: Send out letters, pin up notices letting residents/workers know where you will be and at what time, as well as how to social distance
- Always wash/sanitize hands on entry of home/project
- Isolate cleaning facilities for use by workers only and ensure they are cleaned upon exit (this could be arranged through a facilities cleaning team)
- Whether the project involves contact with any members of the public
- How workers and the public can be isolated
- Whether workers will share the same room
- How the work space is configured – consider creating additional space by using parts of the workplace freed up by those working from home and reconfigure seating and tables to reduce face-to-face seating and establish 2m or 1m+ distancing
- How spaces will be cleaned after work has been completed/shift changes
- Studies have suggested COVID-19 can survive for four hours on copper, 12 hours on cardboard, and up to two to three days on plastic and stainless steel.
- Despite mostly dropping very quickly, COVID-19 can also stay airborne for three hours, therefore, opening windows/doors and ensuring nobody uses the outside space directly near the ventilation is vital.
- Request an isolated entrance/exit procedure, so that contact with anyone but workers is absolutely minimal
- Do not accept refreshments, e.g. tea/coffee/sandwiches. Bring your own!
- Regularly check the stock of PPE, such as N95 masks and disposable gloves
- Where safe and possible, encourage solo or even lone working
- The UK has not released a list of cleaning products but the American Chemical Council has and is available [here](#) – Public Health England recommends any antibacterial surface cleaner, bleach,

- disinfectant wipe or warm solution antibacterial cleaner as effective
- Smaller developers are more likely to require construction materials, therefore we would encourage one member of staff to be designated as the material representative.
  - Anyone collecting materials should clean their hands before and after handling materials
  - Not all subcontractors live locally and many will come to a project, requiring accommodation. This, as well as finding places to eat (restaurants/takeaways), is becoming increasingly difficult. We therefore encourage businesses to consider a workers needs and whether they might support them with local knowledge.
  - No work should be carried out in any household where someone is self-isolating, or being shielded, unless work is emergency work, such as plumbing
  - No work should be carried out by any tradesperson who is showing any COVID-19 symptoms, however mild
  - If you are concerned about site safety, please speak to the site manager or coronavirus responsible supervisor to alert them of your concerns
  - Inform those on the project, exactly when you will be arriving

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## Medical PPE and Face Coverings

PPE protects the user against health or safety risks onsite. It includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

However, the Government advises that additional PPE for protection against COVID-19 (medical grade PPE) should not be used onsite and employers should not encourage the precautionary use of extra PPE unless the site is a medical setting – further information on these settings can be found [here](#).

Workers may wish to wear cloth face coverings. Cloth face coverings do not offer protection against COVID-19 to the user and are not a substitute for the other measures outlined in this SOP. However, face coverings may be marginally beneficial to others, if the user is asymptomatic. If workers choose to wear a face covering, you may wish to support them in doing so safely, by telling them:

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers to:

- Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- Avoid touching their face or face covering, as it could contaminate them with germs from their hands
- Change their face covering if it becomes damp or if they've touched it.
- Continue to wash their hands regularly
- Change and wash their face covering daily
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in their usual waste

- Practise social distancing wherever possible

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## Avoiding Close Working and cross contamination

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. PHE guidance for construction states *“where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission”*.

- Plan work to minimise interaction between workers
  - Minimise face-to-face contact
  - Keep groups of workers together and as small as possible to minimise the risk of transmission across the whole workforce e.g. maintain the same partners, crew and shift pattern
- Re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, should be thoroughly cleaned after use and not shared between workers
- Single use PPE, e.g. dust masks and vinyl gloves, should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
  - Lower their capacity to reduce congestion and contact at all times
  - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces, for example in vehicles cabs
- Regularly clean the inside of vehicle cabs and between use by different operators. Mobile hand washing/sanitizing facilities will help this.
- Plan work to minimise contact between workers and avoid skin-to-skin and face-to-face contact.
- Where face-to-face working is essential:
  - this should be minimised as much as possible
  - the number of workers involved in these tasks should be reduced (but not to the extent it compromises the safety)
  - consider working side-by-side or facing away from each other rather than face-to-face, if possible
  - consider introducing enhanced authorisation process for these activities
  - provide additional supervision to monitor and manage compliance
- As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting). For example, you keep vehicle crews working together, rather than mixing crew members on different shifts
- Workers should wash their hands before and after using any equipment

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## General Principles

- Non-essential physical work that requires close contact between workers should not happen
- Plan for the minimum number of people needed to be on site to operate safely and effectively
- Make sure staff working from home have the equipment they need to work safely and effectively
- Work requiring skin-to-skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists and consider using one way systems
- Where lifts or hoists must be used:
  - Lower their capacity to reduce congestion and contact at all times
  - Regularly clean touchpoints, doors, buttons etc.
  - Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs between use by different operators
- Regularly clean/sanitize all buttons and touch points
- The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place

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## Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres or 1m+ apart from each other, consider using floor markers
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible
- General advice can also be given on mobile phones, through group conversations/pre-recorded videos on applications such as WhatsApp. This can also serve as a useful point of review to remind workers of their responsibilities.
- Personal mobile phone use should be banned, unless in emergency
- Don't share objects in site meetings, such as pens
- Site meetings are excellent places for workers to express concerns, not about individuals but about best practice

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## First Aid and Emergency Service Response

- The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend (the 2m rule does not need to apply in an emergency situation):
  - When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site



- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources
- After an accident or emergency situation, particular attention should be given to ensure sanitisation measures immediately afterwards

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

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## Cleaning

- Before reopening a site, a thorough cleaning should take place in line with your risk assessment and hand sanitizer should be provided prior to the site reopening
- Enhanced cleaning procedures with increased frequency of cleaning should be in place across the site, particularly in communal areas and at touch points including:
  - Taps and washing facilities
  - Toilet flush and seats
  - Vehicles
  - Door handles and push plates
  - Handrails on staircases and corridors
  - Lift and hoist controls
  - Machinery and equipment controls
  - Reusable delivery boxes
  - Food preparation and all areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices
  - Telephone equipment, including wipes for mobile phones
  - Keyboards, photocopiers and other office equipment
  - Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day

