

# 2020

## **Construction Sector – Site Operating Procedures Protecting Our Staff and Clients During Coronavirus (Covid-19) REV A Version 4**



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CS2

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## Covid-19 Guidance

### Introduction

These are exceptional circumstances and CS2 must and shall comply with the latest Government advice on Coronavirus (Covid-19) at all times. Government guidance is continually evolving; please always refer to the latest guidance issued by Gov.UK.

This document attempts to bring together several publications based on the CLC Site Operating Procedures (SOP) Version 4, on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

<https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-version-4-published/>

The HSE is the relevant enforcing authority for PHE guidelines. If an office or site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

### What we need to know

- businesses and workplaces should make every possible effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every effort to comply with the social distancing guidelines set out by the government.
- members of staff who are vulnerable or extremely vulnerable, as well as individuals whom they live with, shall be supported as they follow the recommendations set out in guidance on [social distancing](#) and [shielding](#) respectively.
- where the social distancing guidelines cannot be followed in full in relation to a particular activity, all staff need to consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between themselves and their colleagues.
- staff who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the workplace.
- staff may be feeling anxious about coming to work and also about impacts on livelihood. Staff will be fully briefed and appropriately supported at this time.
- any member of staff who develops symptoms of coronavirus (COVID-19) (a new, continuous cough and/or a high temperature) should be sent home and stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the [stay at home guidance](#). For most people, coronavirus (COVID-19) will be a mild infection.
- staff will need support to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others.
- staff are reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues.
- frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.
- those who follow advice to stay at home will be eligible for statutory sick pay (SSP) from the first day of their absence from work.
- CS2 shall use discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients.
- if evidence is requested, those with symptoms of coronavirus (COVID-19) can get an isolation note from [NHS 111 online](#), and those who live with someone that has symptoms can get a note from the [NHS website](#).

### Generally - Offices

A few general indicators relevant to most of offices and business settings that we may encounter.:

- heads of offices to make regular announcements to remind staff and/or clients to follow social distancing advice and wash their hands regularly.
- encourage the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking.
- provide additional pop-up handwashing stations or facilities if possible, providing soap, water, hand sanitiser and tissues and encourage staff to use them.
- where it is possible to remain 2 metres apart, use floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form).
- where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible.
- where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- as much as possible, keep teams of workers together (cohorting), and keep teams as small as possible.

## Covid-19 Guidance

### CS2 offices

Please refer to CS2 Risk Assessment here:

<https://cs2.co.uk/wp-content/uploads/2020/05/CS2-Working-Safely-during-COVID-19-Rev1.pdf>

- As far as is practical continue to work from home unless it is essential that you have to travel and work at the office.
- Prohibit all non-essential visitors to CS2 offices.
- Deploy signage such as floor markings, to ensure 2 metre distance is maintained between people when seated at your desk, waiting for the copier, water dispenser, kitchenettes etc.
- If social distancing is not possible whilst at your workstation, liaise with your adjacent/opposite colleague/s to establish and agree times when one or other is not in the office.
- Offices work needs to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance
- Remind all staff not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
- Staff to wash their hands for 20 seconds using soap and water when entering and leaving the building.
- Regularly clean common contact surfaces throughout the office, access control and toilets e.g. clean screens, telephone handsets and desks, particularly during peak flow times.
- Consider arrangements for monitoring compliance.
- Bring to the office and use your own cups, glasses, cutlery, and food. Take home at the end of each day to clean.
- Prohibit the use of tea towels and provide disposable paper towels at tea-stations, toilets etc.
- Rubbish should be collected and emptied into the disposal point at the end of each day.
- Provide disposable gloves that are to be used by staff when contacting surfaces that will be used by others such as photocopiers, kettles, toilet doors etc.

### Hand washing

- Promote regular hand washing.
- Ensure adequate supplies of soap are readily available kept topped up at all times along with paper towels if no handriers installed. Towels are not to be used.
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities.

### 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.

- 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.

### PPE

Where social distancing cannot be maintained, the following PPE should be used. CS2 is sourcing these products for distribution. Until the PPE is in place and available work must not be done unless social distancing can be maintained: -

- Face Mask (single-use Fluid-resistant Type IIR surgical mask).
- Refrain from touching/ adjusting your Mask.
- See below for guidance on the use and removal of PPE.
- Government guidance is continually evolving; please refer to the latest guidance issued by Gov.UK.

## Covid-19 Guidance

### Construction Sites

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

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 continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.”

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

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.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

Staff are to be reminded (e.g. at daily site briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

### References

Construction Leadership Council (CLC) Version 4 – 18 May 2020 – Site Operating Procedures (SOP)

*Main differences to Version 3 as follows: -*

- *Removal of the requirement for face to face contact to be kept to 15 minutes or less*
- *The section on PPE now links to the latest Government guidance on face coverings*
- *References to one-way systems and the reconfiguration of seating and tables and an update on portable toilets*
- *The requirement to share risk assessments with the workforce*
- *Clarification on when to travel to work, as set out in the Government's COVID-19 Recovery Strategy*
- *Updated links and wording on social distancing.*

PHE Guidance – Guidance for employers and businesses on coronavirus (COVID-19)

### When to Travel to Work

The Secretary of State for Business, Energy and Industrial Strategy advised in a letter to the UK construction industry on 31 March 2020:

*“That wherever possible, people should work at home. However, we know that for many people working in construction their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice.”*

### Travel to work

#### Own transport

Wherever possible workers should travel to site alone using their own transport.

- Travelling to sites where possible should be undertaken using personal transport, walking or cycling.
- Avoid using public transport where possible, or minimise public transport trips.
- Do not travel in the same vehicle as persons who do not live in your household.
- Observe social distancing at all times; keep a minimum of 2 meters, 7 ft. from others.
- Practice good hand hygiene, using hot water and soap or by using a hand sanitiser containing 60% alcohol.
- As soon as possible and on returning home, wash your hands thoroughly with soap and hot water for a minimum of 20 seconds.

## Covid-19 Guidance

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### Using public transport – buses, rail, underground, trams.

Only use public transport if you have to. When travelling by public transport:

- Avoid rush hours and busy times if you can. (05:45 - 7:30 and 16:00 - 17:30).
- Cover your cough or sneeze with a tissue, then throw the tissue in the bin.
- Follow the advice on staying away from others.
- Observe social distancing at all times; keep a minimum of 2 meters, 7 ft. from others.

### Shared transport

In the unlikely event you have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

### Generally

#### Always Practice good hand hygiene:

- Take your own food and water necessary for the journey and visit.
- Following each trip or visit or stop to refuel clean your hands with hand sanitizer containing 60% alcohol.
- As soon as possible and on returning home, wash your hands thoroughly with soap and hot water for a minimum of 20 seconds.

#### Do not use shared or public transport if:

- You have symptoms of coronavirus – a new, continuous cough or a high temperature.
- You or any of your household are self-isolating.

### Site visit with social distancing

#### Unplanned client/occupier interaction during the site visit:

- Observe social distancing at all times; keep a minimum of 2 meters, 7 ft. from others.
- Do not enter a property.
- Consider using common areas if these can be appropriately set up.
- Avoid using offices as these generally cannot accommodate social distancing.
- Avoid touching your face.
- Practice good hand hygiene, using hot water and soap or by using a hand sanitiser containing 60% alcohol.
- As soon as possible and on returning home, wash your hands thoroughly with soap and hot water for a minimum of 20 seconds.

#### Undertaking a visit to a site or location where social distancing can be observed:

- Practice good hand hygiene, using hot water and soap or by using a hand sanitiser containing 60% alcohol.
- See tasks above for controls associated with travel.
- Observe social distancing at all times, keep a minimum of 2 meters, 7 ft. from others at all times.
- Where customers engage with you, inform them that they must maintain social distancing as described above.
- Avoid touching your face or mouth.
- Following each visit clean your hands with hand sanitiser containing 60% alcohol.
- As soon as possible and on returning home, wash your hands thoroughly with soap and hot water for a minimum of 20 seconds.

## Covid-19 Guidance

### Social Housing - Home visit with social distancing

Visiting a customer's home who is **NOT** showing symptoms, self-isolating or shielding (vulnerable group or over 70):

#### Before the visit/appointment:

- Check with the client for warning flags where available to establish the customer's situation before the visit.
- See tasks above for controls associated with travel.
- Practice good hand hygiene, using hot water and soap or by using a hand sanitiser containing 60% alcohol.
- Keep the number of CS2 staff visiting the customer to a minimum.
- Keep the number of visits to a minimum.

#### At the Customers residence:

- Request that the customers and others in the home isolate in a separate room during your visits.
- Communicate with customers via phone where possible, adhere to social distancing guidelines.

#### During the visit /appointment:

- Observe social distancing at all times, keep a minimum of 2 meters, 7 ft. from others at all times.
- Where social distancing cannot be observed avoid touching your face or mouth.
- Following each visit clean your hands with hand sanitiser containing 60% alcohol.
- As soon as possible and on returning home, wash your hands thoroughly with soap and hot water for a minimum of 20 seconds.

#### PPE:

- Government guidance is continually evolving; please refer to the latest guidance issued by Gov.UK.

### Active Construction Sites

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site. (As above)

The CLC guidance, to which this document below refers, is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

The Principal Contractor remains responsible to ensure co-operation between all Contractors working on the site, to enable all Contractors to comply with the requirements and prohibitions imposed under the relevant statutory provisions relating to construction work including COVID-19. He must ensure that every Contractor and every employee at work in connection with the project complies with any rules contained in the Health and Safety Plan. He must make sure that only authorised persons are allowed into any area where construction work is being carried out. In practice the Principal Contractor will take over and develop the Health and Safety Plan and co-ordinate the activities of other Sub-Contractors working on the construction site and consider the Government's guidance on COVID-19 Site Operating Procedures (SOP's).

It is important therefore that in our roles at site level we must ensure that we follow the Construction Health & Safety Plan, be inducted as required by the Principal Contractor and adhere to all mitigation measures in place. As for all H&S breaches we should be vigilant to and report breaches in protocol or good practice. An awareness of the advice published by CLC Site Operating Procedures is important. In summary sites we visit should have considered the following to mitigate: -

### Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress 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, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site

## Covid-19 Guidance

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- Use signage:
  - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
  - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Consider arrangements for monitoring compliance.

## Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## Canteens and Rest Areas

- Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.
- Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.
- Consider increasing the number or size of facilities available on site if possible
- 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
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area

## Covid-19 Guidance

- A distance of 2 metres should be maintained between users wherever possible. Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- 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 the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

## Changing Facilities, Showers and Drying Rooms

- 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
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- 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
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

## Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

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

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

## Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this poster displayed in the workplace.

### Eliminate

- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one ways systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Site Meetings:

- Only absolutely necessary meeting participants should attend.
- Attendees should be at least two metres apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.

## Covid-19 Guidance

<b>Reduce</b>	<p><b>Where the social distancing measures (2 metres) cannot be applied:</b></p> <ul style="list-style-type: none"> <li>Minimise the frequency and time workers are within 2 metres of each other Minimise the number of workers involved in these tasks</li> <li>Workers should work side by side, or facing away from each other, rather than face to face</li> <li>Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>Increase ventilation in enclosed spaces</li> <li>Workers should wash their hands before and after using any equipment</li> </ul>
<b>Isolate</b>	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> <li>Together in teams e.g. do not change workers within teams</li> <li>As small as possible</li> <li>Away from other workers where possible</li> </ul>
<b>Control</b>	<ul style="list-style-type: none"> <li>Consider introducing an enhanced authorisation process</li> <li>Provide additional supervision to monitor and manage compliance</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</li> <li>Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE</li> <li>Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).</li> </ul> <p>The Government has provided information on Face Coverings in section 6.1 of its guidance <b>Working safely during coronavirus (Covid-19) - Construction and other outdoor work</b>.</p>
<b>Behaviours</b>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <ul style="list-style-type: none"> <li>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</li> </ul>

## 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.

- 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.

## Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- 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
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

## Covid-19 Guidance

## Use of PPE Guidance

Based on the CS2 risk assessment for travelling to work and making site visits follow your CS2 team instructions on how you manage the actual work you do. These WHO graphics show how to use, change and throw away disposable PPE.

Please note the specific guidance in the table above relating to PPE where the 2m social distancing criteria can be met.

## Face mask



## Public Health England advice on all types of PPE



**Public Health  
England**

## Guide to donning and doffing standard Personal Protective Equipment (PPE)

### for health and social care settings

#### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 3 Put on your eye protection if there is a risk of splashing.
- 4 Put on non-sterile nitrile gloves.
- 5 You are now ready to enter the patient area.

#### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 3 Snap or unfasten apron ties the neck and allow to fall forward.
- 4 Once outside the patient room. Remove eye protection.
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 6 Remove surgical mask.
- 7 Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)