



# CMS Coronavirus (COVID-19) Operational Controls

Revision Status

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01			Introduction of new guidance document	31/03/2020	David Foster
02	3	4 8 13 App 1	Additional guidance provided in relation to travelling to work.  Drug and alcohol testing to highlight that contractors might have introduced similar controls to Carnell.  Guidance in relation to Expectant Mothers included.  Guidance in relation to the temporary closure of sites	06/04/2020	David Foster
03	3	6  10 11	2m Social distancing rule – Note 1 updated to reflect the requirement that RPE is not required if the 2m rule is observed.  New Note 2 inserted to highlight the controls that must be observed if the 2m rule cannot be maintained.  Health and Wellbeing split into two sections.  Information introduced in relation to extremely vulnerable people.	16/04/2020	David Foster
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	3	8	Additional information provided in relation to testing. Self isolation rules updated.		
<b>06</b>			Inclusion of guidance following contact with NHS test and trace Inclusion of self-isolation when arriving in the UK from a country with a high coronavirus risk	15/08/20	Danny Pitcher

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## **CMS Coronavirus (COVID-19) Operational Controls**

### **1 Purpose**

The purpose of this document is to define the controls that must be adopted to help contain and minimise the spread of the coronavirus (COVID-19) within the workplace.

### **2 Scope**

This document provides guidance that must be used by all parts of the company.

### **3 Guidance**

All employees are strongly urged to follow the current UK Government, Highways England, and Carnell guidance in relation to the COVID-19 controls and guidelines detailed within this document to help contain and prevent the spread of coronavirus (COVID-19).

**Note:** The information and guidance contained within this document will be subject to ongoing review and wherever necessary the document will be updated, and the changes brought to the attention of our employees. The information within this document has been sourced from the following locations:

1. The COVID-19 updates issued by the Government.
2. The NHS and Public Health England.
3. The Construction Leadership Council (CLC) Site Operating Procedures.
4. The Health and Safety Executive.

### **Signs and symptoms of coronavirus (COVID-19)**

The symptoms of coronavirus (COVID-19) are usually mild, but some people can become very unwell. The main signs and symptoms are:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- Loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

### **Traveling to site**

The following simple steps will help minimise the risk of the virus being passed to anyone using works vehicles, plant, and equipment:

- If anybody is displaying any signs or symptoms of coronavirus, they must stay at home and self-isolate, inform their supervisor/line manager and HR by phone in accordance with our normal absence reporting procedures. Use the NHS 111 online service to check your symptoms and if they confirm that you must self-isolate, send a copy of the self-isolation record to HR (Please see the guidance below in relation to self-isolation).

- If you believe anyone working on site is displaying symptoms of coronavirus (COVID-19) inform your supervisor immediately. **Note:** They **must not** go to work.
- Avoid all non-essential travel.
- Keep the time spent in the vehicle to a minimum – do not stop off or take the long route to site.
- At the start of shift, clean the external handles and locks / catches on the vehicle with soap and water or an antibacterial wipe whilst wearing gloves. If this is not possible open external door handles using either a gloved hand or disposable paper towel.
- Remember to sanitise items of work equipment that may be used in the cabin of the vehicle such as mobile phones, tablets, and survey equipment. Avoid passing these between occupants or using these inside the vehicle unless essential.
- Where practicable, make use of handsfree technology in the vehicle or installed on work devices.
- Once Inside the works vehicles, try to wear a “clean” pair of nitrile gloves – Ensure they have adequate grip and dexterity to allow safe driving. **Do Not** wear your work gloves!
- Sit as far apart within the vehicle cabin as possible. If 2 people are sharing a vehicle with front and rear seats (e.g. a car, CCTV rig, welfare van, double crew cab, or jetting unit) then one person should sit in the rear seat diagonally opposite the driver. If two or more people are travelling in the same vehicle, they should wherever possible avoid facing each other.
- Keep the windows partially open whilst travelling and keep the climate control system switched to blow external air into the vehicle to maintain a continuous air change within the cabin area.
- Before and after your shift commences sanitise your hands by handwashing with soap and water (for at least 20 seconds) or using hand sanitizer if available, and every time you blow your nose, sneeze, or cough, eat or handle food.
- Where possible, avoid touching your eyes, nose, and mouth with unwashed hands.
- If available, use antibacterial wipes to sanitize any areas of the vehicle that hands may typically touch including the steering wheel, gear stick, handbrake, indicator and wiper control arms, beacon switches, door handles, seat belts and buckles, window buttons, mirrors, stereo and climate control buttons.
- Always sanitise your hands after cleaning your vehicle, plant, survey equipment, etc. **Remember** - if your hands are dirty, you are putting germs right back onto that clean surface.
- Aim to sanitise your vehicle at least once per day if it is used to transport others to and from site.
- **Do not** store food or drink directly on any surface in the cab unless you know that part of the cab and the food packaging has been cleaned beforehand.
- Ensure you have a supply of clean tissues or paper towels and a waste bin/bags in your vehicle/plant. Catch your cough or sneeze in a tissue or in the corner of your arm (**Not** in your hands) then throw the tissue in the bin and sanitize your hands. Remove the bin bag at the end of your shift and dispose of it.
- After exiting the vehicle remove your clean gloves and leave them on a cleaned surface in the cabin. Put your work gloves on and close the door using the outside of the door only, trying not to touch the inside of the vehicle. At the end of shift, follow these steps in reverse i.e. open the door whilst wearing your work gloves, wash / sanitize your hands and then put on your clean gloves from within the van.

**Note (1):** The Department for Transport have confirmed that more than one person can travel in a vehicle without being impeded.

Regulation 7 of the Health Protection (Coronavirus, Restrictions) (England) Regulations states that during the emergency period, nobody can participate in a gathering in a public place with more than two people. ***One of the stated exceptions to this rule is where “the gathering is essential for work purposes”.*** Clearly travelling to or from work is essential for a work purpose and with reductions in public transport multiple persons travelling in the same car, van, minibus, etc. may be the only reasonable solution to the problem of getting to and from work. It makes sense, for people who spend time working together to travel together, rather than travelling on public transport with people they don't work with. Therefore, as an example, where three employees are travelling in the same car but live separately, they would be in breach of the Regulations unless they can show that their gathering in the vehicle on the road is essential for work purposes. This could be done by the key worker letter and the Carnell letter, that confirms that the individuals have no other reasonable means of getting to work.

**Note (2): Local Restricted Area's** - Employees can travel into and out of areas that have been designated as a 'Local Restricted Area' for work purposes.

### **Stay Alert**

**Remember** the Government's advice - We can all help control coronavirus if we all stay alert i.e.

- Stay at home as much as possible.
- Support staff should work from home if they can.
- Limit contact with other people.
- Keep your distance if you go out (2 metres apart where possible).
- Wash your hands regularly.

### **COVID-19 Test**

If you have symptoms of coronavirus (COVID-19), you can ask for a test to check if you have the virus. This is called an antigen test.

#### ***Who can ask for a test?***

You can ask for a test:

- For yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste).
- For someone you live with if they have coronavirus symptoms.

You need to get the test done in the first 5 days of having symptoms.

**Do Not** wait. Ask for the test as soon as you have symptoms.

#### ***How do you ask for a test?***

You can ask for a test online.

The NHS will ask you:

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- How you want to get the test – you may be able to choose between driving to a regional testing site or getting a home test kit.
- For details such as your name, mobile phone number and address.

You can have a test (swab test) to check if you have coronavirus (COVID-19) now and can choose to take the test:

- At a test site near you today and get your results the day after.
- With a home test kit.

There is another test, the antibody test to check if you've had coronavirus (This is not widely available yet).

You can get a test:

- For yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste).
- For someone you live with if they have symptoms.
- If you live in England and have been told to have a test before you go into hospital, for example, for surgery.
- If you live, work or study in these local council areas: Leicester, Luton, Pendle, or Blackburn with Darwen.
- If your local council has asked you to get a test.

You can also use this link: [\*\*Ask for a coronavirus test\*\*](#)

If anyone in your household has symptoms of coronavirus you should self-isolate.

### **Self Isolation**

Self-isolate for at least 10 days if:

- You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).
- You're waiting for a coronavirus test result.
- You've tested positive for coronavirus – this means you have coronavirus.

Self-isolate for 14 days if:

- You live with someone who has symptoms, is waiting for a test result or has tested positive.
- Someone within your support bubble has symptoms or has tested positive.
- You have been told by the NHS Test and Trace service that you have been in contact with someone who has coronavirus.
- You arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK

### ***If you have symptoms of coronavirus***

Self-isolate for at least 10 days from when your symptoms started. You can stop self-isolating after 10 days if either:

- Your symptoms have gone.
- You just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone.

Keep self-isolating if you still have any of these symptoms after 10 days:

- A high temperature or feeling hot and shivery.
- A runny nose or sneezing.
- Feeling or being sick.
- Diarrhoea.
- Loss of appetite.

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you are being sick, stay at home until 48 hours after they've stopped.

### ***If you do not have symptoms of coronavirus; but another family member does:***

Self-isolate for 14 days if you live with someone or someone in your support bubble has symptoms, has tested positive or is waiting for a test result.

The 14 days starts from when the first person in your home or support bubble started having symptoms. This is because it can take 14 days for symptoms to appear.

You can stop self-isolating after 14 days if you do not get any symptoms.

If you get symptoms of coronavirus, self-isolate for at least 10 days from when they started and ask for a coronavirus test. This might mean you have to self-isolate for longer than 14 days i.e. If you are self-isolating for 14 days and start with the symptoms of coronavirus before you're 14 day isolation ends, you must extend your isolation period i.e. if your symptoms start on day 12 you must self-isolate for a further 7 days (i.e. 19 days isolation).

**Information:** You may be able to stop earlier than 14 days if everyone in your home or within your support bubble who had symptoms gets a negative test result.

**Note:** If employees and their families have to self-isolate, they must comply with the following rules:

- Do not go to work, school, or public places – work from home if you can.
- Do not go on public transport or use taxis.
- Do not go out to get food and medicine – order it online or by phone or ask someone to bring it to your home.
- Do not have visitors in your home, including friends and family – except for people providing essential care.
- Do not go out to exercise – exercise at home or in your garden if you have one.

## Contact from the NHS Test and Trace service

If you are contacted by the NHS test and trace service, it is important that you provide them with accurate information of anybody that you have been in close contact with. Ensuring that this information is accurate will prevent people having to self-isolate unnecessarily.

If you are contacted by the NHS test and trace service only provide them with the names and contact details of people:

- Who you spend significant time with, in the same household
- You are sexual partners with
- You have been within one metre of for more than 1 minute or had any face to face contact within 1 metre
- You have been within 2 metres of that person for more than 15 minutes,
- You have travelled with in a small vehicle, a large vehicle or a plane that you have sat close to.

If you have been informed that you are a contact, you **must** self-isolate at home for 14 days from the date of your last contact with the person who has tested positive for COVID-19.

## Site Offices Risk Assessment / Office Reoccupation Risk Assessment

All sites with fixed offices, must complete a COVID-19 risk assessment to highlight how the COVID-19 risk controls will be implemented within the offices and provide details in relation to how the following will be managed:

- Start of shift briefings.
- Maintaining the cleanliness of the office and welfare facilities.
- How compliance will be monitored and enforced.

Office Reoccupation risk assessments will be completed and maintained for all fixed offices (Penkrige, Leyland and Wakefield) that will provide details in relation to how COVID-19 risk controls will be introduced, maintained, and enforced. These documents will be reviewed periodically to ensure that they:

- Reflect the evolving COVID-19 guidance that is issued.
- Reflect changes in relation to the number of people using the offices i.e. as more employees return to the offices as the COVID-19 restrictions are eased.

## Site access points

The following should be implemented at site access / egress points wherever possible:

- Stop all non-essential visitors.
- Introduce staggered start and finish times to reduce congestion and contact.
- Encourage workers to wash or clean their hands before starting work and before leaving the site (On larger sites with a welfare unit or with site compounds and office / welfare facilities, the hand sanitizing products should be positioned close to the entrance to the site office /

welfare facilities to encourage people to use them. On smaller sites working out of vehicles, the hand sanitizers **must be** kept available within the vehicles).

- Delivery drivers should remain in their vehicles if the load will allow it (i.e. if the vehicle can be offloaded by the site team) and should wash or clean their hands before unloading goods and materials.

### **Start of Shift Briefings**

Wherever possible, conduct the briefings out of doors (weather permitting).

Provide operatives with a reminder that if they are showing any signs of the coronavirus that they **must not** report for work or attend any briefing session and **must** get themselves home and away from site as quickly as is possible.

Minimise the time that people are stood around or sit around together i.e. have a set start time and ask people not to congregate in the briefing area until five minutes before the briefing session. Once the briefing is complete ask people to move away.

Limit the number of people attending each briefing i.e.

- Smaller groups of people standing 2m apart if possible (ensure that the attendees can hear the person delivering the briefing). **Note:** If the 2m social distancing rule cannot be achieved or if the noise levels are too high to allow employees to hear the briefings, the social distancing can be reduced to 1m if additional control measures are introduced i.e. if employees wear nose and mouth coverings or respirators.
- Introduce staggered briefing times to help minimise the number of people attending the sessions.
- Deliver the SOS briefing to Subcontractor / CWF Contractor supervisors and instruct them to deliver the briefing to their employees (a copy of their attendance records must be issued to you).

### **Site Specific Risk Assessments (2m social distancing rule)**

Whilst planning the work on site, review how or if the 2m social distancing rule can be achieved and record the arrangements on your site-specific risk assessment.

**Note (1):** If the 2m social distancing rule cannot be achieved the site team must consider the following:

- Can the work be re-designed to enable the 2m rule to be observed?
- Can a 1m rule be observed with mitigation controls in place (i.e. can employees wear coverings over their mouth and nose, or wear respirators, or can the work be redesigned to prevent employees facing each other whilst they are working)?

**Note (2):** The 2m social distancing rule was introduced to protect others from people who might cough or sneeze whilst they are working or stood alongside each other. It is not a mandatory exclusion zone that people must avoid entering. For example: if two or more people are working together, they should try to keep 2m apart, but if they have to pass tools or material to each other

which brings them closer together for a short period of time (such as passing tools or equipment to each other) that is fine.

Sites should not use RPE (Respirators / Face Masks) for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

**Note (3):** Where the 2m social distancing rule cannot be applied:

- Keep the workers together as a team i.e. try to ensure that the team travel in the same vehicle and keep the team as small as is possible.
- Keep the workers away from others wherever possible.
- Try to minimise the time that the operatives have to work together within 2m of each other.
- Instruct employees to wear mouth and nose coverings / respirators.
- Wherever possible operatives should work side by side or facing away from each other (i.e. back to back).
- Increase the cleaning of plant and equipment used by these operatives.

**Note (4):** The Government and Highways England recognise that it is not always possible to maintain a distance of 2m from each other, such as when using public transport or travelling to site in the same vehicle and have issued the following guidance in relation to this issue to help contain / prevent the spread of the virus in line with current Government guidance and advice for people travelling together using public transport i.e.

- Washing hands regular, especially before getting into the vehicle and after travelling to site.
- Coughing into a tissue / sleeve.
- Wiping the inside of the cabs within vehicles with antibacterial wipes (steering wheels, handbrake, gear levers, door handles etc.).
- Increasing the ventilation within the vehicle whilst driving by opening the windows slightly.
- Instructing all employees that they must not report for work if they feel they have any signs or symptoms of coronavirus.

The key issues to consider are as follows:

### **Lifting Operations etc.**

Can two-man lifting operations be reduced to one-man lifting operations by using mechanical aids or altering the way in which we conduct activities i.e.

- Leaving generators on the back of flatbed vehicles and using an extension lead.
- Using one-man kerb lifters / manhole cover lifters
- Using lifting equipment such as vacuum paving slab lifters attached to Hiab's.

If you cannot use alternative working methods and have to use a 2-man lift, consider the following:

- Can the item be lifted with both operatives facing in the same direction i.e. so that they are not standing face to face?
- Can you use long handled kerb lifters / paving flag lifters / manhole cover lifters to maximise the distance that people can stand apart?

- If not; can the operatives wear respirators or wear a face shield attached to their safety helmet whilst they are lifting?

### **Breaktimes**

Wherever possible ask operatives to stagger their breaktimes to prevent them all using the welfare facilities at the same time.

Wherever possible limit the number of people using the canteens and welfare vehicles to help maintain the 2m rule. For example:

- A maximum of two people should use the rear of the welfare vehicles at any one time.
- Remove every other chair in site with canteen facilities to maintain the 2m social distancing rule wherever possible and limit the number of operatives using the canteen to reflect the number of chairs that are available.

### **Drying / Changing Rooms**

On larger sites with drying rooms, stagger the times that operatives use the drying rooms to avoid the rooms becoming crowded.

### **Site Specific / Scheme Specific Inductions**

Wherever possible, conduct the inductions out of doors (weather permitting).

Provide operatives with a reminder that if they are showing any signs of the coronavirus that they **must not** report for work or attend any induction session and must get themselves home and away from site as quickly as is possible.

Minimise the time that people are stood around or sit around together i.e. have a set start time and ask people not to congregate in the induction area until five minutes before the induction session commences. Once the induction is complete ask people to move away.

Limit the number of people attending each induction i.e.

- Smaller groups of people standing 2m apart if possible (ensure that the attendees can hear the person delivering the briefing). **Note:** This distance can be reduced to 1m if employees wear nose and mouth coverings or respirators.
- Introduce staggered induction times if you have a large number of inductees to help minimise the number of people attending the sessions.
- Deliver the induction to the Subcontractor / CWF Contractor supervisors and instruct them to deliver the induction to their employees (a copy of their attendance records must be issued to you).

### **Drug and Alcohol Testing**

In view of the evolving situation surrounding COVID-19 we have recommended that all routine drug tests using the oral fluid kits (Swabs) are suspended as a precautionary measure until further notice.

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Alcohol testing using breathalysers should still be undertaken in line with the guidance below.

All contractors visiting our sites **must be** instructed to conduct their own drug and alcohol testing and ensure that a copy of their employee's current test result is sent to / brought to site. **Note:** Other contractors may have introduced similar precautionary measures as Carnell and might only provide the site teams with breathalyser results.

Prior to asking an operative to conduct a drug and alcohol test, it is advisable to ask them to wash their hands first to reduce the risk of germs coming into contact with the testing equipment, work surfaces, pens, etc.

In line with your drug and alcohol training we would remind you that the following precautions must be taken:

- Prior to conducting a drug or alcohol test you must ensure that you are wearing a pair of disposable gloves.
- Used oral fluid test kits (Swabs), the mouthpieces from the breathalyser and the urine sample pots should be placed in a plastic bag which should be knotted prior to being disposed of.
- When an operative is blowing into the breathalyser, it is advisable to stand away from the person as a precaution.
- The breathalyser unit must be cleaned using bacterial / mild bleach wipes by the candidate after they have given their breath sample.
- Swabs must only be removed from the mouth once enough sample has been absorbed and placed directly into the test tube which should then be locked into place. Swabs should not be removed from the mouth and placed onto any surface.
- Wash your hands and or change your gloves between each test as a precaution.

**Note (1):** The breathalyser unit **must not** be cleaned with alcohol wipes as it could affect the accuracy of the equipment.

**Note (2):** All potential new employees must receive a drug and alcohol test at interview stage and prior to receiving their company induction.

### **Hand washing**

- Ensure soap and fresh water is always readily available.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

### **Toilet facilities**

Wherever possible / relevant:

- Restrict the number of people using the welfare toilet facilities at any one time.
- Wash hands before and after using the toilet 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.
- Use suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

**Note (1):** On large sites with office and welfare cabins, it is advisable to isolate / close the urinal and hand basins that are immediately between / next to each other within the toilet blocks that have three or more facilities in a row to try and maintain social distancing.

### **General Precautions**

- Work requiring skin to skin and face to face contact should not be carried out.
- Plan all other work to minimise contact between workers.
- Re-usable RPE should be thoroughly cleaned after use and not shared between workers.
- Increase ventilation in enclosed spaces i.e. whilst travelling in vehicles, within the welfare vehicle.
- Regularly clean the inside of vehicle cabs and between use by different operators.

### **Site Meetings:**

- Only essential meeting participants should attend and wherever possible, the meetings should be conducted by conference call etc.
- Attendees should wherever possible be two metres apart from each other.
- Meeting rooms should be well ventilated / windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.

### **Cleaning**

Enhanced cleaning procedures **must be** implemented on site, particularly in communal areas such as in welfare vans, site offices, canteens, and at touch points i.e. using anti-bacterial wipes to clean surfaces that are touched at regular intervals including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Plant and survey equipment controls.
- Mobile Phones and fixed telephones on larger sites
- Keyboards, computer, screens, and other IT equipment.
- Canteen tables and work surfaces.
- Cups, plates, cutlery must be cleaned after use.

All rubbish **must be** taken from site and emptied regularly throughout and at the end of each shift.

Canteens and rest area's must have antibacterial spray bottles or dispensers available to enable employees to clean their hands on entering and leaving the facility.

### **Health**



**Remember:** If you start to display any symptoms of coronavirus inform your supervisor/line manager and HR by phone in accordance with normal absence reporting procedures. If you must speak to your supervisor in person stay 2m away from them at all times. Use the NHS 111 online service to check your symptoms and if they confirm that you must self-isolate, send a copy of the self-isolation record to HR (Please see the guidance below in relation to self-isolation).

If you develop a high temperature or a persistent dry cough whilst at work, **you must** go home immediately.

Wherever possible avoid touching anything that could be touched by others on site

Catch any cough or sneeze in a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into your inner elbow.

### **Notification**

If you suspect that you or a direct family member has coronavirus:

- Call 111 (NHS Telephone Service) or contact them via <https://111.nhs.uk/covid-19>
- Call your supervisor
- Inform HR via the Sickness (absence) Textline: 07786 205983

### **Self-Isolation**

The following 'Public Health England' guidelines **must be** followed:

- Stay at home.
- Limit contact with others as much as possible.
- Cover coughs and sneezes with your inner elbow or a tissue.
- Wash your hands with soap and water or use alcohol-based hand rubs after coughing or sneezing.
- Avoid sharing household items. **Do not** share drinking glasses, towels, eating utensils, bedding, or any other shared items.
- Keep your surroundings clean such as doorknobs, telephones, remote controls, and bathroom surfaces by using a standard household disinfectant. Wash your hands after cleaning.

### **Persons defined on medical grounds as extremely vulnerable**

Anyone who has been identified as being extremely vulnerable will be advised by their health authority and they must follow the guidance on shielding and protecting extremely vulnerable people.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

If you live with somebody who has been identified as being extremely vulnerable you are **not** required to adopt the protective shielding measures. You would be expected to do what you can to support the person who is shielding and to stringently follow the guidance in relation to social distancing i.e.

- Minimise as much as possible the time vulnerable family members spend in shared spaces such as kitchens, bathrooms and sitting areas, and keep shared spaces well ventilated.
- Aim to keep 2 metres (3 steps) away from the vulnerable person and encourage them to sleep in a different bed where possible. If they can, they should use a separate bathroom from the rest of the household (It is recognised that this is not possible in a lot of cases). Make sure they use separate towels from the other people living in your house, for drying themselves after bathing or showering and for hand-hygiene purposes.
- If you do share a toilet and bathroom with a vulnerable person, it is important that you clean them every time you use them (for example, wiping surfaces you have come into contact with) and if possible allow the vulnerable person use the bath or shower before you do.
- Avoid using your kitchen if possible whilst the vulnerable person is in it and try to avoid eating meals in the kitchen at the same time. If you have one, use a dishwasher to clean and dry the family's used crockery and cutlery. If not, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the vulnerable person is using their own utensils, remember to use a separate tea towel to drying them.

## Wellbeing

Always follow good hygiene practice, as this helps to protect people from all kinds of infections; and remember:

- **Catch it:** Germs spread easily – always carry tissues and use them to catch your cough or sneeze.
- **Bin it:** Germs can live on tissues for several hours; bin them as soon as you can.
- **Kill it:** Hands transfer germs to every surface they touch. Clean your hands as soon as you can – wash them for 20 seconds.

## Welfare Vans, Canteens, Drying Rooms

- Wipe the tables etc. with antibacterial wipes on a daily basis / between shifts.
- Wherever possible stagger breaktimes to avoid the areas becoming overcrowded.
- Wherever possible, stagger the times that people need to use the drying rooms to avoid the rooms becoming overcrowded.  
Conduct the start of shift briefings outside or conduct multiple briefing sessions.

## First Aid

### Keep Yourself and Others Safe:

- Wash your hands or use a hand sanitiser gel, before and after treating a casualty.
- Do not cough or sneeze over a casualty when you are treating them.
- Wear gloves or cover your hands when dealing with open wounds.
- Cover cuts and grazes on your hands with waterproof dressings.
- Do not touch a wound with your bare hands.
- Do not touch any part of a dressing that will come in contact with a wound.
- Avoid touching your mouth, eyes, and nose.

### Maintain Your Distance Wherever Possible:

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**Remember:** Not all incidents will require you to get close to the individual.

Wherever possible provide guidance and supervision to the casualty whilst maintaining your distance. For example, if the casualty has a minor cut instruct them to clean the wound before asking them to apply a dressing.

Ask others, who are not providing assistance, to leave the area.

### **Should I still give CPR?**

If you are required to perform CPR it is recommended that you **do not** perform rescue breaths and perform chest compressions only.

The Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be just as effective.

If you choose to give rescue breaths use a resuscitation face shield if available.

If you do provide mouth to mouth rescue breaths without a resuscitation face shield monitor yourself for coronavirus (COVID-19) symptoms for the next 14 days in case the person had the virus.

If you develop coronavirus symptoms follow the self-isolation guidance within this document.

### **Wellbeing (Including Mental Health)**

All employees have free access to Canada Life who can provide them and their immediate family with guidance and direction on a host of issues that can give rise to wellbeing and mental health issues.

Canada Life can be contacted on 0800 917 9330 and provide employees with anonymous guidance and support on issues such as debt management, health problems, mental health issues, the provision of legal guidance and direction.

### **Advice for Employees**

#### **Do:**

- ✓ Wash your hands frequently with soap and water for at least 20 seconds.
- ✓ Always wash your hands when to get to work or arrive at home / your hotel to kill any germs that you might have come into contact with.
- ✓ Cover your mouth and nose with a tissue or use your sleeve (not your hands) when you cough or sneeze.
- ✓ Put used tissues in a bin and then wash your hands afterwards.

#### **Avoid:**

- ✓ Close contact with sick people.

- ✓ Touching your face.

**Do Not:**

- ✗ Travel if you are sick.
- ✗ Touch your face, mouth, or eyes unless your hands are clean.
- ✗ Go straight to your Doctor or to the A&E if you feel that you have coronavirus. Use the NHS 111 phone service or <https://111.nhs.uk/covid-19> to obtain guidance.
- ✗ Go to work if you have any signs or symptoms of Coronavirus i.e. a cough, a high temperature and shortness of breath.

## **Expectant Mothers / Living with an Expectant Mother**

### **Expectant Mothers**

The Government have advised expectant mothers that they are potentially at greater risk of illness if they contract the coronavirus and should therefore adopt stringent social distancing measures as outlined below:

- Wash their hands more frequently for a minimum of 20 seconds.
- They are strongly advised to avoid socialising with people in the community.
- They are strongly advised to avoid having family and friends visit them at home.
- They are advised to use remote access to NHS services.
- They are strongly advised to alternate their route / means of travel to work each day.
- They are strongly advised to work from home if this is possible.

If an expectant mother starts with signs or symptoms of coronavirus, they must not go out for 7 days and if your partner starts with the signs and symptoms before you do, you must self-isolate for 14 days (The same isolation rules apply to all people).

According to the Royal College of Obstetricians and Gynaecologists:

- Pregnant women do not appear to be more likely to be seriously unwell than any other healthy adults if they develop the new coronavirus. It is expected that the large majority of pregnant women will experience only mild or moderate cold/flu like symptoms.
- More severe symptoms such as pneumonia, appear to be more common in older people, those with weakened immune systems or long-term health conditions. As yet, there is no evidence that pregnant women who get this infection are more at risk of serious complications than any other healthy individuals.
- Pregnant women were placed in a vulnerable group by the Chief Medical Officer on 16th March which means that they have been advised to reduce social contact through social distancing measures. Pregnant women are still no more likely to contract coronavirus than the general population. What they do know is that pregnancy in a small proportion of women can alter how your body handles severe viral infections. This is something that midwives and

obstetricians have known for many years and are used to dealing with. As yet, there is no evidence that pregnant women who get coronavirus are more at risk of serious complications than any other healthy individuals.

- The decision to class expectant mothers as vulnerable was made by officials as a precautionary measure as they know that some viral infections can be worse in pregnant women. At the moment, there's no evidence that this is the case for the coronavirus infection.

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>

Stay at home: guidance for households with possible coronavirus (COVID-19) infection

### ***Living with an Expectant Mother (Vulnerable Person)***

According to current Government guidance, there is **no** reason for employees who have expectant partners to self-isolate or stay away from work.

The Government has issued the following guidance for people living with an expectant mother:

- Minimise as much as possible the time vulnerable family members spend in shared spaces such as kitchens, bathrooms and sitting areas, and keep shared spaces well ventilated.
- Aim to keep 2 metres (3 steps) away from the vulnerable person and encourage them to sleep in a different bed where possible. If they can, they should use a separate bathroom from the rest of the household (It is recognised that this is not possible in a lot of cases). Make sure they use separate towels from the other people living in your house, for drying themselves after bathing or showering and for hand-hygiene purposes.
- If you do share a toilet and bathroom with a vulnerable person, it is important that you clean them every time you use them (for example, wiping surfaces you have come into contact with) and if possible allow the vulnerable person use the bath or shower before you do.
- Avoid using your kitchen if possible whilst the vulnerable person is in it and try to avoid eating meals in the kitchen at the same time. If you have one, use a dishwasher to clean and dry the family's used crockery and cutlery. If not, wash them using your usual washing up liquid and warm water and dry them thoroughly. If the vulnerable person is using their own utensils, remember to use a separate tea towel to drying them.

The Government recognises that it will be difficult for people to separate themselves from others at home; but urge people to do their very best to follow this guidance and ensure that everybody in their household regularly wash their hands, avoid touching their face, and clean frequently touched positions i.e. kitchen work tops, door handles, etc.

Stay at home: guidance for households with possible coronavirus (COVID-19) infection

### **Key Workers**

In line with the guidance issued to schools, childcare providers, colleges and local authorities by the Government on the 19 March 2020 Carnell employees are classed as key workers in the transport sector i.e.

*People who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.*

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The guidance issued by the Government clearly states that if one parent is a 'Key Worker' then the schools will support you if you have no way of keeping your children home i.e. your child or children will be able to attend school to enable you to work.

The support from the schools will be extended to cover what would otherwise be half term periods, such as Easter, but not the Bank Holidays.

**Note (1):** Please keep a copy of your 'Key Worker' letters with you, in your phone and in your vehicle in case you have to provide proof that you are a key worker and are authorised to travel, to book into a hotel or to go to the office to work.

**Note (2):** Please ensure that you carry photographic ID with you as well in case you are asked to prove your identity i.e. driving licence, CSCS Card, HE Passport, Passport.

### **Client / Press Interest**

If you are approached by the Client, the Press, etc., in relation to the Company's response to Coronavirus, **Do Not** make any comment but refer them to the Operations Director or SHEQ Director.

### **4 Definitions**

None

### **5 Other Information Sources**

#### **NHS:**

<https://111.nhs.uk/covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

#### **Government:**

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

### **6 Appendices**

**Appendix 1** - Guidance in relation to the temporary closure of sites