

Department:	Health & Safety
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This plan is based on guidance issued by the UK Government and NHS issued to date and will be reviewed as and when required.	

18.03.2020	CORONAVIRUS (COVID-19) MANAGEMENT PLAN	
Rev B		

Hobson & Porter prioritise the Health & Safety of all Employees, Sub-Contractors, Suppliers, Visitors and Members of the Public at all times. The company are doing our utmost to ensure the above are not put at risk of COVID-19 within our place of work, whether this be at our Head Office or at any one of our construction sites.

What is Coronavirus?

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

What are the symptoms of COVID-19?

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- **Cough**
- **Difficulty in breathing**
- **Fever**

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How is it spread?

COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) by being inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).

How can you help prevent the spread of infection?

All employees have been issued the following guidance in line with Government Guidelines;

- If you show any of the symptoms you must self-isolate immediately for 7 days.
- If symptoms persist after 7 days, call 111 for further guidance.
- If any person in your household show any symptoms, everyone living there must self-isolate for 14 days.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Try to avoid close contact with people.
- When you are in prolonged contact with colleagues, try to stay a minimum of 2m away from them if possible.
- Reduce face to face meetings wherever possible.
- Do not shake hands when greeting staff or visitors.
- Clean and disinfect frequently touched objects and surfaces.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Follow the Government Guidance on Social Distancing by avoiding gatherings with friends and family, as well as large gatherings and crowded places, such as pubs, clubs and theatres.
- Only travel on public transport if absolutely necessary.
- Avoid having visitors to your home, including friends and family.
- Only visit our head office or site if absolutely necessary. Access to Non-Hobson & Porter employees will be subject to completion and acceptance of the COVID-19 Health declaration.
- Where physical meetings are unavoidable, ensure there is an agreed, efficient agenda to work to and minimise number of attendees.
- Take regular breaks, get fresh air and stay fit and healthy.
- Use spare desks and meeting rooms to increase social distancing.
- Implement staggered break times, briefings and inductions to minimise close group gatherings.
- **Report any health concerns about a colleague in the office or on site to the COVID-19 Coordinator on 07890 543006. This can be done anonymously.**

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

How long the virus can survive?

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

What to do if an Employee, Sub-Contractor or Visitor becomes unwell in the workplace and believe they have been exposed to COVID-19?

The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild;

- stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. **Please call the COVID-19 Coordinator on 07890 543006 immediately.**
- If you are in the workplace when you start to feel unwell, leave the workplace immediately. Try not to talk to anybody or touch anything. **Once in your vehicle, call the COVID-19 Coordinator on 07890 543006**
- If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
- Report any health concerns about a colleague in the office or on site to the COVID-19 Coordinator. This can be done anonymously.

When individuals in the workplace have had contact with a confirmed case of COVID-19?

If a member of staff, sub-contractor or visitor has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If they develop symptoms, the above isolation procedure must be followed.

Cleaning offices and sites where there are suspected or confirmed cases of COVID-19

Once an employee, sub-contractor or visitor is symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones, canteen appliances etc.

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

Hobson & Porter Head Office will be cleaned daily out of hours.

Site welfare cabins will be fully cleaned a minimum of twice per day.

Disinfectant spray and wipes will be provided to departments and sites to allow self-cleaning of work areas, keyboard, mouse, telephone etc. We request employees clean their workstations once per day.

REVISION CONTROL TABLE

Revision Number	Date	Amendment Author	Detail of Changes Made
1.0	18/03/2020	J. Rymer	Document completed in its entirety to revision 1.0

APPROVAL

	Name	Signature	Position	Date
Approved by	Richard Hunter		Managing Director	18.03.2020