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<p>This plan is based on guidance issued by the UK Government and Public Health England issued to date along with the latest version of the 'Site Operating Procedures' issued by the Construction Leadership Council.</p> <p>This document will be reviewed as and when required following the issue of any new guidance.</p>	

## APPROVAL

The signatures below certify that this management system document has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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**AMENDMENT RECORD**

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
Whole document	Document completed in its entirety	B	18/03/2020
Whole document	Updated with contact email address ( <a href="mailto:COVID@hobsonporter.com">COVID@hobsonporter.com</a> ) and requirement to obtain an isolation certificate from <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>	C	23/03/2020
Whole document	Updated following communication from R. Hunter advising suspension of core activities. Only essential public-service projects will continue.	D	27/03/2020
Whole document	Updated following publication of 'Site Operating Procedures' Version 3.	E	17/04/2020
Whole document	Updated Sections on Pages 3 and 4.	F	06/05/2020
Whole document	Updated following publication of new symptoms and release of NHS Test and Trace program.	G	09/06/2020
Whole document	Updated following publication of Version 5 of the Site Operating Procedures and new Government Guidance on Social Distancing / Isolation periods.	H	05/08/2020
Whole document	Full document review. Updated following publication of Version 6 of the Site Operating Procedures. Added requirement to wear Face Coverings. Added section for Keeping Everyone Informed.	I	30/10/2020
Whole document	Full document review and update in accordance with latest government guidance.	J	05/01/2021
Whole document	Updated full document. Updated 'Close Contact' definition.	K	12/01/2021

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**COMPANY PROPRIETARY INFORMATION**

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision.

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## CORONAVIRUS (COVID-19) MANAGEMENT PLAN



### 1 Legislation

In March 2020, the UK Government introduced the Coronavirus Act 2020. This is emergency legislation to help the government control the pandemic and help stop the spread of the virus.

### 2 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 10 days. This means that if a person remains well 10 days after contact with someone with confirmed coronavirus, they have not been infected.

### 3 What are the symptoms of COVID-19?

The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

- **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've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Generally, these infections can cause more severe symptoms in people within the 'Vulnerable' and 'Extremely Vulnerable' categories as defined by Public Health England.

### 4 How is Covid-19 spread?

COVID-19 spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people spend a lot of time together in the same room.

Social distancing, washing your hands and good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.

People who have COVID-19 can infect others from around 2 days before symptoms start, and for up to 10 days after. They can pass the infection to others, even if they have mild symptoms or no symptoms at all, which is why they must stay at home.

People who live in the same household as someone with COVID-19 are at higher risk of developing COVID-19. They could spread the disease to others even when feeling well, which is why they must stay at home.

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### 5 How long can the virus 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.

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

If you develop symptoms, however mild, you must;

- **If you are at home when you develop symptoms - YOU MUST NOTIFY THE COVID TEAM IMMEDIATELY AT [COVID@HOBSONPORTER.COM](mailto:COVID@HOBSONPORTER.COM) OR CALL ON 07890 543006.** You must confirm the names of anyone within the business who has been in close contact with you over the last 48 hours so we can temporarily isolate them from the business pending your test result. You must book a test online asap at [www.nhs.uk](http://www.nhs.uk) or call 119. You and everyone in your household must then follow the guidance on self-isolation and not return to work until you have received a negative test result, or in the event of a positive test result, the period of self-isolation has been completed and you feel well enough to return to work.

**If you are in the workplace when you develop symptoms – you must leave the workplace immediately. Try not to talk to anybody or touch anything. Once you have safely left the workplace, YOU MUST NOTIFY THE COVID TEAM IMMEDIATELY AT [COVID@HOBSONPORTER.COM](mailto:COVID@HOBSONPORTER.COM) OR CALL ON 07890 543006.** You must confirm the names of anyone within the business who has been in close contact with you over the last 48 hours so we can temporarily isolate them from the business pending your test result. You must book a test online asap at [www.nhs.uk](http://www.nhs.uk) or call 119. You and everyone in your household must then follow the guidance on self-isolation and not return to work until you have received a negative test result, or in the event of a positive test result, the period of self-isolation has been completed and you feel well enough to return to work.

- **If you test positive for Covid-19 - YOU MUST NOTIFY THE COVID TEAM IMMEDIATELY AT [COVID@HOBSONPORTER.COM](mailto:COVID@HOBSONPORTER.COM) OR CALL ON 07890 543006.** Do not attend your place of work. You must confirm the names of anyone within the business who has been in close contact or potential close contact with you over the last 48 hours so we can temporarily isolate them from the business pending your test result. You and everyone in your household must then follow the guidance on self-isolation and not return to work until the period of your self-isolation has been completed and you feel well enough to return to work.

The NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of the NHS contact tracers.

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**IF YOUR SYMPTOMS WORSEN DURING HOME ISOLATION OR ARE NO BETTER AFTER END OF ISOLATION PERIOD, CONTACT NHS 111 ONLINE. IF YOU HAVE NO INTERNET ACCESS, YOU SHOULD CALL NHS 111. FOR A MEDICAL EMERGENCY DIAL 999**

- **If your test is negative for Covid-19 – YOU MUST NOTIFY THE COVID TEAM IMMEDIATELY AT [COVID@HOBSONPORTER.COM](mailto:COVID@HOBSONPORTER.COM) OR CALL ON 07890 543006.** Other household members no longer need to self-isolate and you can return to work if you feel well enough to do so.
- **If you are in isolation or live with someone in isolation (H&P Employees) – YOU MUST NOTIFY THE COVID TEAM IMMEDIATELY AT [COVID@HOBSONPORTER.COM](mailto:COVID@HOBSONPORTER.COM) OR CALL ON 07890 543006.** You must complete an 'Isolation Note'. To complete an Isolation Note, go to the NHS 111 website, enter required details and download. All Isolation Notes must be sent to [covid@hobsonporter.com](mailto:covid@hobsonporter.com)
- **If you have concerns regarding a colleague or individual working on behalf of the business – YOU MUST REPORT ANY HEALTH CONCERNS IMMEDIATELY TO THE COVID TEAM AT [COVID@HOBSONPORTER.COM](mailto:COVID@HOBSONPORTER.COM) OR CALL ON 07890 543006. THIS CAN BE DONE ANONYMOUSLY.**

Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59 hrs on the 25th.

If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10-day isolation period by counting 10 full days from the day following your symptom onset.

You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

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

Any H&P employee who has been in close contact with someone who has tested positive for Covid-19 will be instructed to go home and isolate in line with government guidance. This is because, if you have been infected, you could be infectious to others at any point up to 10 days. 1 in 3 people infected with the virus do not show any symptoms at all and it is therefore crucial to self-isolate to avoid unknowingly spreading the virus, even if you feel fit and well.

You will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. This may come direct from the NHS Test & Trace via a phone call or could be via the NHS Covid-19 App if you have downloaded it onto your mobile phone.

The NHS Test and Trace service will ask you:

- if you have family members or other household members living with you. In line with the medical advice, they must remain in self-isolation for the rest of the 10-day period from when your symptoms began.
- if you have had any close contact with anyone other than members of your household. We are interested in the 48 hours before you developed symptoms and the time since you developed symptoms. Close contact means:
  - having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask).
  - spending more than 15 minutes within 2 metres of someone (either as a one-off contact or shorter contact added up together over a one-day period).
  - travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane.
- if you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school, or a workplace). The use of face masks and other forms PPE does not exclude somebody from being considered a close contact unless they are providing direct care with patients or residents in a health and care setting.

By following instructions to self-isolate, people who have had close recent contact with someone with coronavirus will be protecting their family, friends, colleagues, and other people around them, and will play a direct role in stopping the spread of the virus.

Anyone who has been tested for Covid-19 and is awaiting results is not permitted to attend work.

We will support the NHS Test and Trace Service by encouraging H&P employees to heed any notifications to self-isolate and support them when in isolation. If it is possible for the employee to work from home while in the precautionary isolation, this will be encouraged. Those that cannot work from home will be paid SSP.

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It is a legal requirement to self-isolate if you test positive for COVID-19 or if you are identified as a contact and told to self-isolate by Test and Trace. Failure to self-isolate for the full time-period can result in a fine, starting from £1,000.

## 8 In the event of multiple outbreaks in the workplace

If there are 5 or more COVID-19 cases in 14 days in a workplace, employers should contact their local health protection team to report the suspected outbreak.

Our local health protection office is:

**PHE North Yorkshire and the Humber Health Protection – 01143 049843**

They will:

- undertake a risk assessment.
- provide public health advice.
- where necessary, establish a multi-agency incident management team to manage the outbreak.

## 9 Cleaning Requirements

Where an employee, sub-contractor or visitor becomes symptomatic in the workplace, we will restrict access to the immediate area pending a disinfectant fogging exercise. All surfaces that the person has come into contact with will 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.

Site welfare cabins will be cleaned a minimum of twice per day in line with Government Guidance and the latest version of the Site Operating Procedures.

An enhanced cleaning regime has been implemented for the office and all site welfare facilities to include door handles, toilet flushers, worktops, tables, chairs, taps, staircase handrails, telephones, keyboards and canteen appliances.

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

Company owned vehicles are to be cleaned inside daily or between journeys if different occupants.

Head Office and Sites will be routinely disinfected using a fogging machine. Access to any room during fogging will be restricted during and after the fogging for a period of at least 30 minutes.



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## 10 What we are doing to help reduce the spread of Covid-19

When operating under the Tiering System, our Head Office will operate with reduced capacity to ensure we are functionally operational and providing support to our sites to help secure business continuity. Some staff will be working remotely from home or site on a temporary basis in order to reduce numbers within the office. This will be implemented using a Week A / Week B rota system.

During a 'National Lockdown – Stay at home' order, we will assess and identify employees who can / cannot work from home. The assessment will include the personal circumstances of each employee. Those who can work from home effectively, will do so.

All employees have received a Return-to-Work Briefing on the measures we have implemented to help stop the spread of Covid-19. All sub-contractors attending any of our sites will receive a thorough Safety Induction and Covid Site Briefing on first attendance.

The wearing of Face Coverings is mandatory when mobile within an enclosed space. This includes Head Office and Sites.

Our Head Office and Construction Sites have been modified to comply with Government Guidance and are 'Covid Secure'.

All visitors to our Head Office or Sites must complete the Visitor Questionnaire on arrival which will be kept for the purposes of notifying anyone who has been in close contact with someone on site or in the office who becomes symptomatic or tests positive.

Company vehicle sharing is to be avoided where possible however, vans that have multiple passengers are to be cleaned inside regularly and passenger numbers kept to a maximum of 2, sitting as far apart as possible with windows open for ventilation. Face coverings are to be worn by the driver and passenger. These are available free of charge from H&P.

Holiday requests will be checked against the latest government foreign travel guidance. Any mandatory 10-day isolation periods on return to the UK will be advised to the employee and enforced if they intend to still travel. Where possible, employees having to isolate on return to the UK will be on a 'work from home' basis. If this is not possible, they will be required to take the isolation period time unpaid or as Annual Leave.

The Construction Leadership Council have published detailed, construction sector specific 'Site Operating Procedures' which gives guidance on how construction sites can keep operating throughout the Covid-19 pandemic, while minimising the risk to our employees, contractors, visitors and members of the public.

**We will implement all applicable controls detailed within the latest version of 'Site Operating Procedures' and 'Working Safely in Offices / Construction' (Being Covid-Secure) along with any other applicable advice issued by the UK Government and Public Health England.**

We are however mindful that this is an unprecedented situation and whilst the new guidance is well thought-out, our industry has never had a need to implement and stress-test such working practices. As such, our stance will remain constant throughout this situation; if we conclude that we cannot protect our colleagues on our sites or within our office, despite implementing and upholding the new guidance, we will review our position accordingly.

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## **11 Keeping everyone informed**

In the event of new restrictions being implemented by the UK Government, we will brief all staff accordingly asap after we have digested the changes and assessed any potential impacts to the business.

In the event of an individual in the office or on site becoming symptomatic or testing positive, the Covid Team will carry out an Internal Track & Trace to identify any members of staff who have been in close contact. Those identified will be removed from the office / site immediately and told to isolate pending further investigation. The Internal Track & Trace will be superseded by the official NHS Test & trace Service.

Once we have finished the Internal Track & Trace a Company Covid Case Tracker document will be sent to all staff to keep them informed of the situation. The Case Tracker will be issued Weekly during any 'Active' cases or Fortnightly with no 'Active' cases.

Any individuals off in isolation will be regularly contacted by their Line Manager.