



The background features a white central area surrounded by green geometric shapes on the left and right sides. Scattered around the central text are several 3D models of the COVID-19 virus, which are spherical with a grey core and red, spiky protrusions.

French SEH Construction

COVID-19 ACTION PLAN

Version 8 - Dated: 13-07-21

Management of Sites

- ▶ **Display signage** regarding site rules on all sites.
 - ▶ The Site Manager's phone number must be displayed on a sign located at the site entrance.
- ▶ **No unnecessary visitors** to site.
- ▶ This process must be carried out each time an SEHF site is entered.
 - ▶ Wash Hands / Take Temperature / Sign In or Report to Site Manager. (Temperature should be below 37.8C)
 - ▶ Covid-19 delivery plans must be in place - ensure the driver remains in their vehicle and all involved in off-loading maintain the 2m rule.
- ▶ Inductions / Team Briefings to be **held outside** (under cover if required).
 - ▶ All inductions - Toolbox talks, etc. must **emphasise personal hygiene** to prevent illness. Educate and reinforce the importance of personal hygiene, in particular the **washing of hands for 20 seconds** on a regular basis.



Management of Sites (cont.)

► Health Status of Site Personnel / Visitors.

- Site Managers are to **ask all site personnel / visitors** if they are at risk of being sick or carrying illness. The Site Manager should ask the following questions:
 - *Have you, or anyone you live with, been in contact with a person that has tested positive for COVID-19 within the last 7 days?*
 - *Have you, or anyone you live with, been in contact with a person that is in the process of being tested for COVID-19?*
 - *Have you, or anyone in your immediate family, travelled outside of the UK within the last two weeks?*
 - *Are you having trouble breathing, have a dry cough, have flu like symptoms, change in your taste and smell senses?*
 - **If the answer to any of the above questions is “yes”, the person is to be removed from the site immediately and will not be allowed to return to the site until a 7 or 14 day period of isolation has passed.**
 - Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day must be separated from other employees and sent home immediately. The SEH French Site Manager is to **send any worker home if there are any observed symptoms of sickness.**
 - Site Managers are instructed to **prevent stigma and discrimination in the workplace.** Do not make determinations of risk based on race or country of origin.

Management of Sites (cont.)



- ▶ **Social distancing:** 2m distant rule on site to be observed.
 - ▶ Keep groups of workers that have to work within 2m, together **in teams**, as **small as possible** and away from other workers where possible. Where face to face working is essential, keep this to **15 minutes or less where possible**, enhance authorisation for this activity, monitor and manage compliance. Wear appropriate **PPE**.
 - ▶ Set up **one-way system** if applicable.
 - ▶ **No large group meetings:** limit all meetings to the minimum number of people, with personal distance between individuals.
 - ▶ **Utilise technology** e.g. FaceTime, WhatsApp, photos, daily reports, etc. - these will be the primary tools for the site manager reporting on the project.

Management of Sites (cont.)

► Welfare Facilities

- Toilet facilities - one in, one out. Arrange additional toilets and canteens if required.
- Limit numbers to suit the welfare unit. Ensure breaks are staggered so that the 2m rule can be observed.
- Clean welfare facilities twice / day
 - Routinely clean all frequently touched surfaces in the workplace, such as microwaves, kettles, fridges, countertops, door handles, locks and toilet flush. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, door handles, keyboards, remote controls, desks) can be wiped down by employees before each use.



Management of Sites (cont.)

► Risk Assessments and Method Statements

- All Risk Assessments/Method Statements for site operations to have a Covid-19 section that details what measures are going to be implemented.
- Masks and all other PPE to be provided by Sub-Contractors. In line with their Risk Assessments/Method Statement.

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

Likelihood

Rating 1 = Very unlikely
 Rating 2 = Unlikely
 Rating 3 = Likely
 Rating 4 = Very likely
 Rating 5 = Almost certain

Severity

Rating 1 = No injury
 Rating 2 = Minor injury or illness
 Rating 3 = "3 day" injury or illness
 Rating 4 = Major injury or illness
 Rating 5 = Fatality, disabling injury, etc

Head Office Management

- ▶ SEH French have split its office staff into two teams and each team works a combination each week from home and office. The office is being deep cleaned twice per week when each team changes work location. IT has been set up to allow remote working. To be reviewed weekly by the Directors.
- ▶ Office Entry Protocol : Clean hands / Take Temperature & Record / Track and Trace Covid-19 QR Code .
- ▶ Meetings
 - ▶ Meetings are to be rescheduled with the **use of conference calls**, FaceTime, video conference, etc. in lieu of in person meetings.
 - ▶ All non-essential visits by subcontractors, clients, etc. to the office are suspended.
 - ▶ All external team meetings previously scheduled at the main office are to be rescheduled as a conference and/or video conference call.
 - ▶ All large in person internal meetings are to be rescheduled as a conference and/or video conference call.
 - ▶ Limit all person to person contact.
- ▶ **Display signage** regarding COVID-19 throughout the office, restrooms, etc.
- ▶ **Perform routine environmental cleaning:**
 - ▶ Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and door handles. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - ▶ Use disposable wipes so that commonly used surfaces (for example, door handles, keyboards, remote controls, desks) can be wiped down by employees before each use.



COVID-19 Measures

- ▶ Employees who are well but who have a **sick family member** at home and/or have **been in close contact with a person** with COVID-19 must stay home and notify their Contracts Manager / Directors.
- ▶ If an employee is confirmed to have COVID-19, SEH French will **inform fellow employees of their possible exposure to COVID-19** in the workplace while **maintaining confidentiality**. Employees exposed to a co-worker with confirmed COVID-19 should **quarantine for 10 days**.
- ▶ If an employee is diagnosed with/has symptoms of COVID-19, they **must stay at home for a minimum of 7 days or until the symptoms have cleared**.
- ▶ SEH French will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- ▶ We will cover essential functions so that the workplace is able to operate if key staff members are absent.



Travel

SEH French advises employees before considering travel to take certain steps:

- ▶ Travel to and from work
 - ▶ Wherever possible workers should **travel to site alone using their own transport / company vehicle.**
 - ▶ If workers 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** (keep windows open) and face away from each other to help reduce the risk of transmission.
 - ▶ The vehicles should be **cleaned regularly** using gloves and standard cleaning products, with particular emphasis on handles and surfaces that are touched.
- ▶ Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick.
- ▶ Employees who become sick while travelling must notify their supervisor and should promptly call a healthcare provider for advice.
- ▶ SEH French will enforce a mandatory 10-day self-quarantine upon anyone returning from travel outside the UK.
- ▶ Inform your Contracts Manager prior to scheduling any travel.





Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. The SEH French Directors are committed to providing the best working environment possible for all employees, clients, subcontractors and general public and we will continue to monitor the official government websites for updates. We will make revisions to this document as updated information is available.

The above SEH French guidelines are in line with the latest version of the *Construction Leadership Council's - Site Operating Procedures*

<https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2021/01/Site-Operating-Procedures-Version-7.pdf>

Keep well and stay safe!