

## **Covid-19 Communication**

Massey Coldbeck Ltd has the health and safety of everyone (employees, subcontractors, clients and the general public alike) at the forefront of all we do. We are convinced that working together with our clients will be an essential part of ensuring a safe working environment and we look forward to your ongoing support in achieving this objective.

So that we can continue to work safely and collaboratively with a shared understanding of the measures made necessary in response to COVID-19, we have considered legislation, guidance and recommendations from government and trade bodies, both national and international, and have summarised these in a set of rules for working safely with regard to the COVID-19 pandemic which reflect minimum measures that will apply on all sites.

If the requirements identified in this document cannot be implemented, the tasks concerned must be postponed until they can be carried out safely.

### **As per Government Guidelines, staff should:**

- Not come to work if they do not feel well with symptoms of a new continuous cough, a high temperature or a loss of, or change in, your normal sense of taste or smell.
- Inform management and return home if they begin to feel unwell while at work (they may be asked to wait in a designated 'holding area' on site)
- Maintain regular handwashing (hand sanitiser will be provided where this is not possible)
- Maintain the minimum social distance of 2m. Where social distancing requirements cannot be maintained they should wear a surgical mask and safety glasses
- Avoid direct contact with others
- Cough or sneeze in the bend of their elbow or use a disposable single-use tissue and then discard it immediately in a safe manner. If waste is suspected to be contaminated it must be disposed of correctly

### **When accessing site, staff should:**

- Follow the instructions on individual sites regarding signing in/queueing
- Allow temperature checks to be carried out where requested
- Maintain minimum social distancing of 2m
- Follow traffic management instructions

### **If delivering to a site, drivers should:**

- Follow instructions regarding traffic management on sites
- Stay in their vehicle if possible
- Use mechanical means of off-loading where required and where manual handling by one person is not possible
- Use photographic evidence of delivery, if possible, to avoid signing in
- If signing a PDA is necessary, it should be sanitised prior to handing over
- If signing paperwork is necessary, staff should use their own, and hands should then be washed or sanitised
- Frequent touchpoints in the vehicle should be regularly cleaned (e.g. windows, door handles etc.).

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### **While working on sites, staff should:**

- Follow any arrangements for shift rotations/staggered starts
- Not share tools, or where this is unavoidable, they should be cleaned prior and following use
- Clean equipment/tools that may have been handled and/or come into contact with objects/materials that may have been contaminated during works
- Follow the 4m/2person recommendation in common spaces (e.g. canteens, locker rooms, sanitary facilities etc)
- Hold meetings remotely where possible, or follow social distancing rules where this is not possible
- Where a specific task cannot maintain social distancing, it should be risk assessed and ENGIE guidance followed including wearing a surgical mask and safety glasses

If you have any queries regarding the content of this document, please contact your Massey Coldbeck Ltd representative.