



UK-Operational Project Support Ltd

Site Operating Procedures - COVID-19 Policy

UK-OPS accepts its responsibilities for sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This policy is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.</



Site Access Points

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – We may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing



- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
 - Payments should be taken by contactless card wherever possible
 - Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms



- Consider holding meetings in open areas where possible.

Cleaning

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Hand rails on staircases and corridors
 - Lift and hoist controls
 - Machinery and equipment controls
 - Food preparation and eating surfaces
 - Telephone equipment
 - Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

This policy will be reviewed *annually* and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.