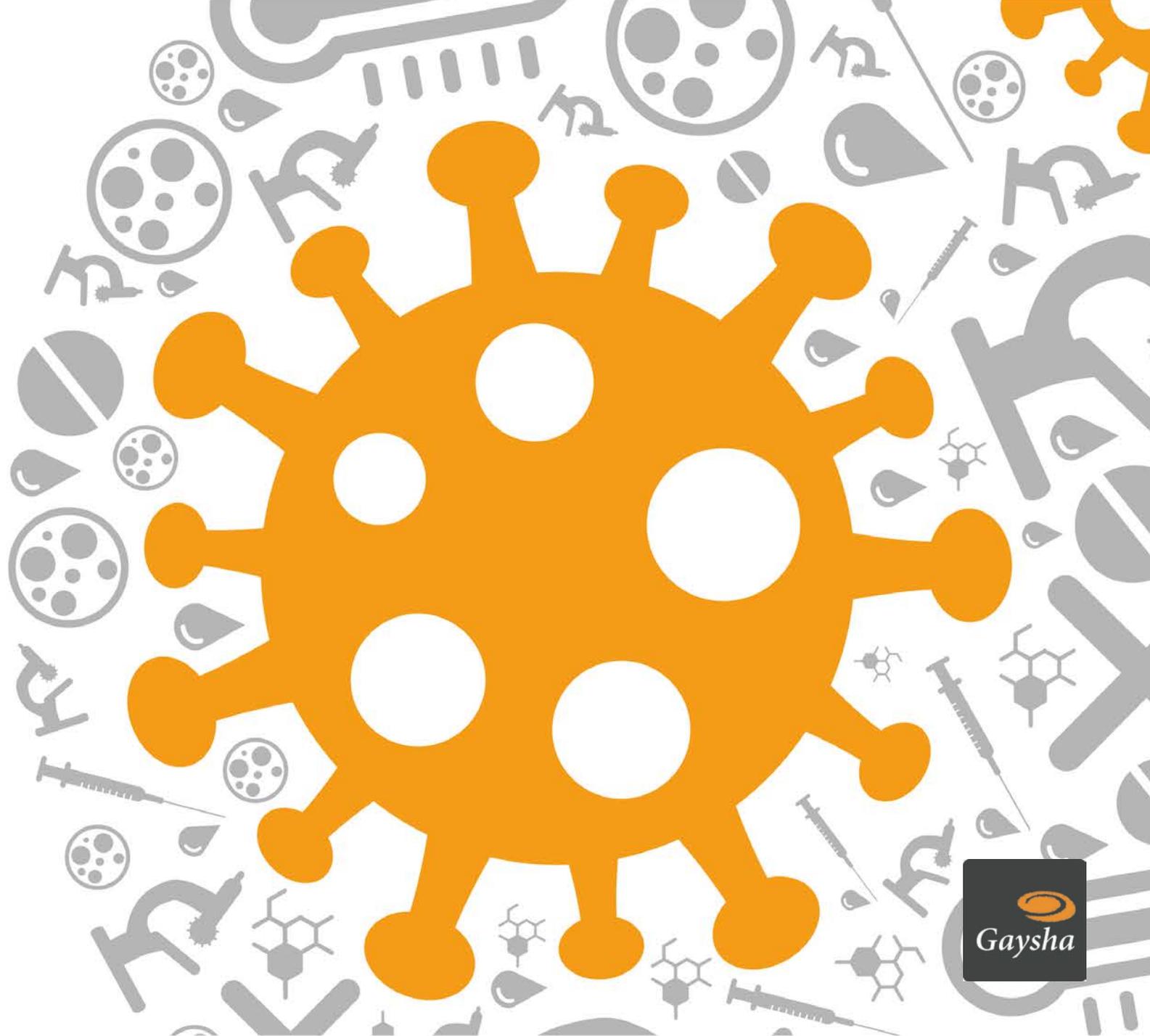


GAYSHA LTD

CORONA VIRUS RESPONSE



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1 About Coronavirus

What is Coronavirus (Covid-19)?



Coronavirus (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

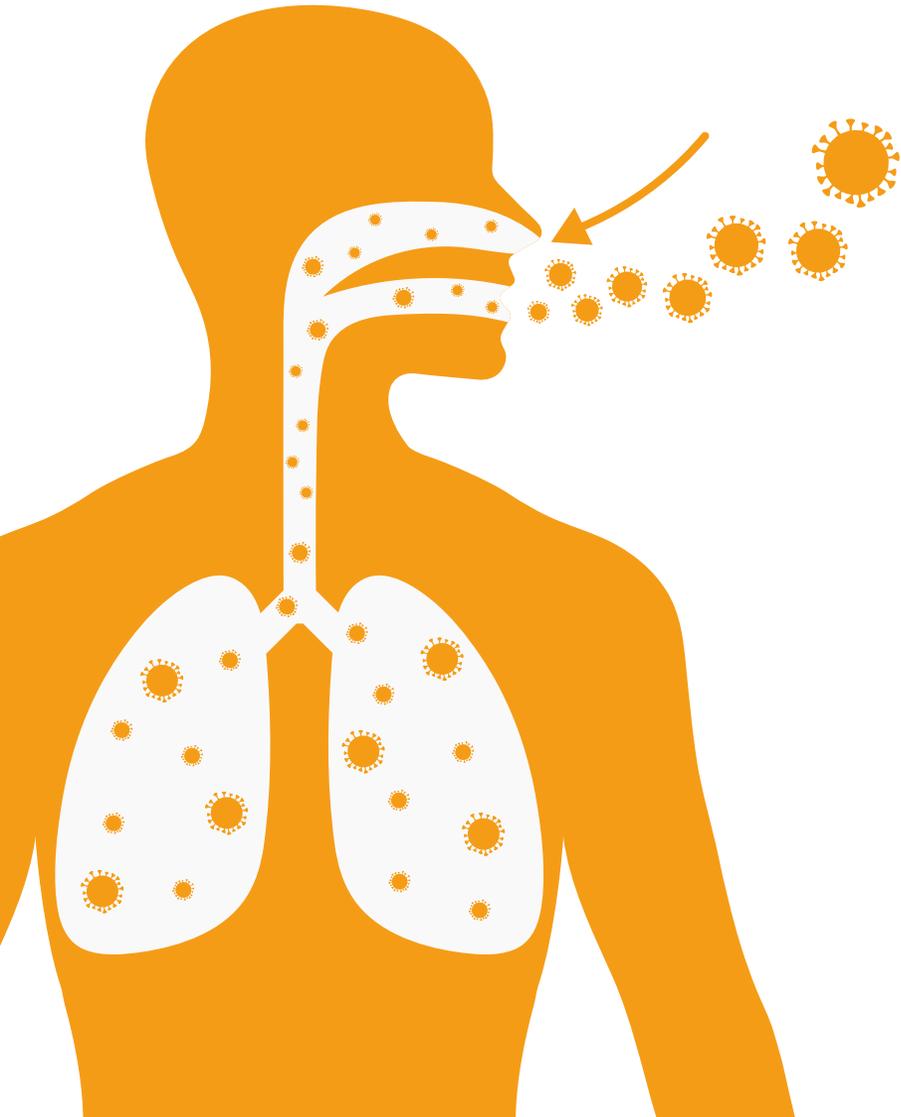
Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Source: World Health Organisation (WHO)

Symptoms and Those Most at Risk



Symptoms of Covid-19

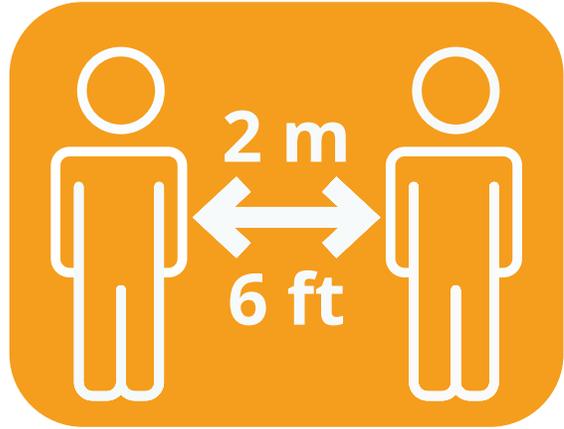
- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss of smell or/and taste

Those Most at Risk:

- Over 70 years of age
- Have a long-term medical condition
- Are pregnant
- Have a weakened immune system

Source: NHS

What is Social Distancing?



KEEP SOCIAL DISTANCING!

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

'If you decide the work should go ahead, you should advise staff to wash their hands frequently using soap and water for 20 seconds, and especially after blowing their nose, sneezing or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home. Where facilities to wash hands are not available, hand sanitiser should be used.

You should still advise staff to keep 2 metres apart as much as possible.

You should plan work to minimise contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.

As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting). For example, you keep vehicle crews working together, rather than mixing crew members on different shifts.'

Source: Government

Social Distancing Best Practices

DO:

- Wash your hands with soap and water often – do this for at least 20 Seconds.
- Always wash your hands when leaving home and returning, this includes arriving to and leaving work.
- Use hand sanitiser get if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Avoid close contact with people who have symptoms.
- Only travel on public transport if you need to.
- Work from home where possible

DO NOT:

- Touch your eyes, mouth, nose or face if your hands are not clean.

To reduce the spread of germs in the workplace:

- Wear a face mask at all times.
- Stay at home if you have symptoms or are sick.
- Stop handshaking as a greeting.
- Hold meetings via video conferencing or phone call.
- Promote good hand and sneeze/cough hygiene and provide hand sanitiser for all operatives and staff.
- Take lunch at your desk or outside in the open air if possible, if not ensure you are sat 2m apart from others and you clean the area before and after use.
- Clean and disinfect surfaces/work areas regularly.
- Do not share food.
- Only travel when absolutely necessary.



2 Best Practices

Travelling to & From Work

When travelling to and from work we advise to follow the following best practices:

- Only travel to work if it is a necessity.
- You should keep yourself up to date with the latest government guidelines - <https://www.gov.uk/guidance/travel-advice-novel-Covid-19>
- Look to travel outside of peak rush hour times (7am-9am / 4pm-6pm). In doing so, public transport should be quieter which will allow better social distancing measures.
- This will also mean a decreased amount of operatives arriving at site at the same time.
- Where possible, limit the amount of public transport you use. If walking or cycling is an option, try to use these methods to limit your exposure to other people and confined spaces.
- From June 15th it will be **mandatory** to wear a face covering on all public transport.
- If travelling to work in a company vehicle, only travel with team members you are working with that day.
- If you are travelling in a company vehicle, ensure that all windows are open for better air circulation, wear PPE and ensure that the vehicle is regularly sanitised and cleaned.
- Ensure you carry hand sanitizer and alcohol gel so you can sanitize your hands when / where needed.



Arriving at Site



When arriving at site it is **imperative** that you follow the following steps:

1. Try to arrive at site outside of the peak travelling times.
2. Do **not** congregate in groups outside of the site.
3. Ensure that **2m** social distancing is in place when queuing to enter site.
4. Everyone who enters site **must** wash their hands at the sink provided.
5. In the entrance to the site, **ALL** operatives must take their temperature and record it before entering any further - **if your temperature registers higher than 37.8C you should inform the Project Manager or Site Manager immediately.**
6. All operatives **must** sign in on the iPad system.
7. Do **not** congregate in any foyer areas.

Site Rules

Along with our usual site rules we have introduced the following rules which must be adhered to at all times:



- Operatives must frequently wash their hands using soap and water for a minimum of 20 seconds; especially after blowing their nose, sneezing or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home. Where facilities to wash hands are not available, hand sanitiser should be used. Additional pop-up hand sanitising stations have been provided on site.
- Staff should keep 2 metres apart as much as possible.
- Work will be planned to minimise contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this will be kept to 15 minutes or less.
- Sites and welfare facilities will be regularly cleaned and signed off after usage.
- Signage will be positioned around the site to remind and enforce the site procedures.
- Anyone who smokes must discard their cigarette correctly via an ashtray or bin. No one is to flick cigarettes on the ground – **please ensure you are using the smoking route!**
- Anyone who is **caught spitting** will be asked to leave site.
- **In the event of a fire or evacuation you do not need to maintain the 2m distancing rule.**

PPE Disposal

All PPE must be disposed correctly to stop the risk of the virus spreading.

Please ensure that you follow the correct procedure when disposing of PPE:

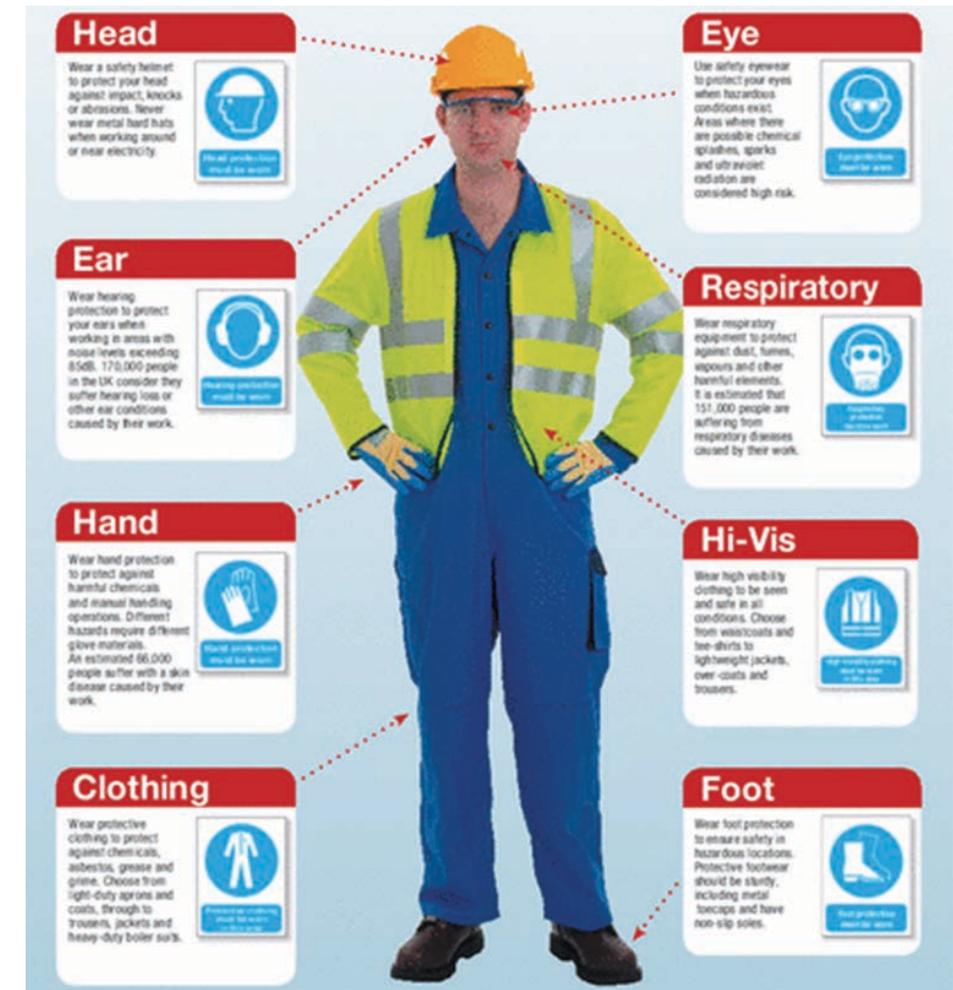
- Only dispose of PPE in the clear bags provided. Do not dispose of PPE on the floor.
- Ensure any PPE used to travel in to work with is disposed off as you enter the site and new PPE is used.
- When using the toilet ensure that gloves are disposed of correctly and new PPE is used.

Required PPE:

We are recommending that standard PPE is used while carrying out works on site. This includes; suitable clothing, hard hat, hi-vis, gloves, masks, boots, eye and ear protection.

Face Coverings – It is now mandatory to wear a face covering at all times on internal Gaysha sites. Disposable masks can be sourced from your Project or Site Manager.

Masks – masks are still to be used when working in hazardous environments such as dust or hazardous materials.



Reporting Suspected Cases



If you suspect someone may be showing persistent symptoms of Covid-19 it is imperative that you report it.

Symptoms you are looking for:

- Consistent cough: a dry cough that is continuous over a period of time – this could be up to an hour or more.
- High Temperature: someone may complain they have a high temperature or may continuously sweat. You may also notice that when taking their temperature it may be above 37.8.



If you do suspect someone may be demonstrating symptoms it is important you report it to the either of the following:

- **Your site manager**
- **Your project manager**
- **Covid-19 Manager**

Consequences for Persistent Breaches



While we hope we will all work together and ensure the best practices are consistently adhered to, it is imperative that there is consequence for persistent offenders. Anyone that breaches the best practices set out, is not only putting themselves in danger, but those of them around them. Therefore, if a person, or people, break the breaches below, there is a system in place to deal with this.

Breaches – we set out the following level of breaches:

- **Major** - Instant dismissal from site
- **Medium** - 3 warnings – On the third warning, their position will be reviewed on site
- **Minor** - 5 warnings – On the fifth warning, their position will be reviewed on site

Breaches:

Major

- Spitting

Medium

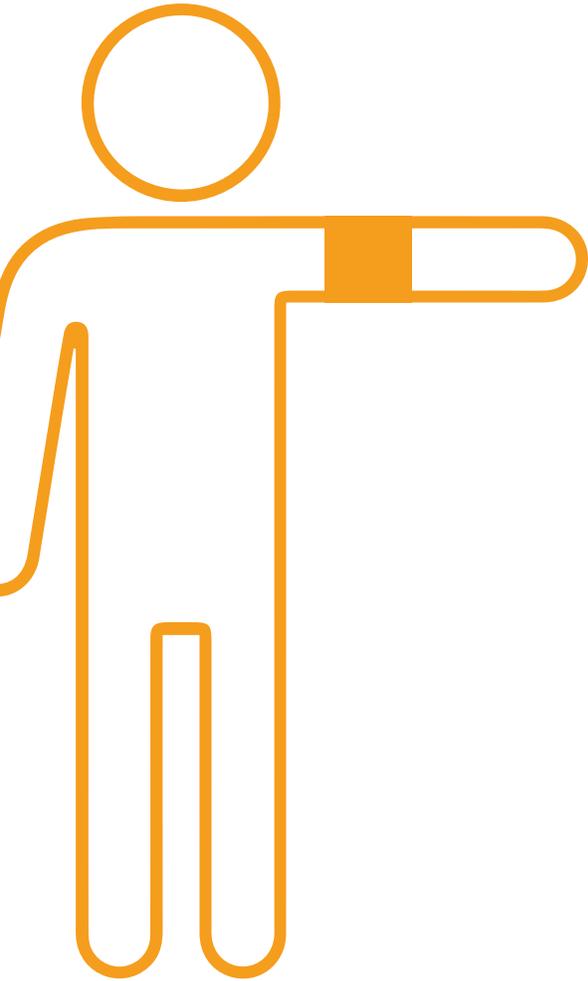
- Persistent social distancing breaches
- Disregard of temperature checks
- Incorrect disposal of PPE

Minor

- Incorrect disposal of cigarette ends

3 Additional Safe Systems of Work

Hi Vis System



As previously mentioned in the site rules section; *Work will be planned to minimise contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this will be kept to 15 minutes or less.*

Therefore, it is important that the follow action points are followed regarding the arm band system:

- Contractor teams will be asked to wear a coloured arm band to represent working within their allotted team.
- This arm band system is designed to show who is working together within a team at a quick glance.
- People wearing the same colour arm band can work in the close proximity together but adhering to the two metre distancing when possible, take breaks together, sit down for lunch together.
- You will have designated tables within the welfare and changing spaces in the changing room. It is your responsibility to ensure these areas are left clean after every use.
- Any people that are not obeying the two metre rules and have different arm bands on will be challenged and asked to move on if there is no operational reason.

Traffic Light System & Room Plans

Through out the site there are areas that become pinch points and limit the amount of space there is for two people to pass by safely. Therefore, in certain areas of the site there are areas that have a 'traffic light system' installed. If you see a sign you must execute the following steps:

1. Stop

before entering this area please stop and look.

2. Look

ensure that no one is walking from the opposite direction.

3. Go / Give Way

if it is safe to do so you can proceed through the walkway. If you are at a designated give way section and there is oncoming traffic then please stand in the 'give way save zone'.

There are floor plans on the Covid-19 notice board highlighting the designated traffic light system areas.

Room Plans:

Each week there will be 'room plans' designed by the project management team. This will demonstrate which teams are allocated a specific room to enforce social distancing. If your arm band colour is not allocated to be in that room please ensure you do not use that room.



Social Distancing Marshalls



Throughout the site we will be installing social distancing marshals to monitor and review the best practices being carried out regarding social distancing.

The social distancing marshals from Gaysha will be the following people:

- **David Wood** – Project manager
- **George Freeman** – Site supervisor
- **Kieron Botting** – Covid-19 Supervisor
- **Stuart Moore** – Social distancing manager

The main responsibilities of the social distancing marshal will be the following:

- To ensure their team are adhering and following the best practices set out by Gaysha.
- To report any unsafe acts regarding social distancing to David, Dave or Stuart for them to deal with.
- To be the point of contact for the Gaysha social distancing marshals regarding any new best practice or legislation updates, and to communicate to their teams.
- To help innovate any best practices through innovation or feedback of current systems.
- If they are absent from site for whatever reason, this role will be handed over to someone else to perform in their absence.

Feedback System

To help us all maintain and develop the fight in eradicating the spread of the virus we are asking all operatives to provide feedback. This can be done by speaking to Gaysha's social distancing manager, **Stuart Moore**. We would ask you to communicate the following criteria's:

- **If you do not feel safe on site**
- **If you see persistent unsafe acts regarding social distancing**
- **If you have any ideas on innovating and developing our current best practices**
- **If you have any positive feedback on current performance**

Stuart Moore

stuart.moore@gaysha.co.uk

07718 959 292



Mental Health During Covid-19



If you feel you are suffering from mental health problems then it is always best to talk to someone about it. It may be a family member, friend, colleague, your doctor or a mental health worker. You must realise that you are not alone in this and there will be an answer to get you back to a stronger mental health.

If you suspect someone might be suffering from mental health then it is important to let someone know. This could be the project manager, site manager, social distancing manager or company mental health first aider.

If you do need to speak to Gaysha's mental health first aider, either for yourself or someone else then do not hesitate to contact **Sam Norman** on the below options:

Telephone: 07876 824 067

Email: help@gaysha.co.uk

You can read our latest blog on mental well-being during Covid-19 by clicking on this link:
<http://gaysha.co.uk/talking-through-the-stigma-covid-19/>

- Talk to someone about your feelings
- Eat healthily
- Ask for help
- Keep active.
- Drink sensibly
- Keep in touch with people around you