



JOHN CRADOCK LTD

John Cradock Ltd

Civil Engineering

& Building Contractors

JCL C-19 Pandemic Standard Operating Procedures



Coronavirus COVID-19

If you have fever and/or cough you should stay at home regardless of your travel or contact history.

If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movement for 14 days. Check the list of affected areas on www.hse.ie

How to Prevent

- Wash** your hands well and often to avoid contamination
- Cover** your mouth and nose with a tissue or elbow when coughing or sneezing and throw away tissue
- Avoid** touching your nose, mouth or eyes with unclean hands
- Clean** and disinfect frequently touched objects and surfaces
- Stop** shaking hands or hugging others, kissing, hugging or greeting other people
- Distance** yourself at least 2 metres (20 feet) away from other people, especially those who might be unwell

All people are advised to:

- > Reduce social interactions
- > **Keep a distance** of 2m between you and other people
- > **Do not** shake hands or make close contact where possible

If you have symptoms visit hse.ie or call phone: HSE Live: 1850 24 1850

Symptoms

- > Fever (High Temperature)
- > A Cough
- > Shortness of Breath
- > Breathing Difficulties

For daily updates visit
www.gov.ie/health-covid-19
www.hse.ie



2 METRES
(At least 1 metre)

WORK TOGETHER
STAY APART

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Foreword:

This document has been developed by John Cradock Ltd for COVID-19 mindful of the best available guidance, nationally from the Government and HSE and internationally from amongst others the WHO, and serves as a guide for the management of the virus on our construction sites for the duration of the COVID-19 pandemic. This Standard Operating Procedure (SOP) sits within the Government's National Safe Return to Work Protocol - available here - <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/> and the CIF Construction Sector C-19 Pandemic Standard Operating Procedures Version 4.

The procedures set out in this document will be implemented as part of the site specific Construction Stage Health and Safety Plan. All information provided within this document is not intended to supersede applicable regulations, nor provide medical or legal advice. Government Guidance is changing as knowledge of the COVID-19 virus increases. This SOP is a dynamic document which will be updated as required as and when new guidance is provided by the HSE and WHO in relation to the prevention of COVID-19 on our sites.

1. What is Coronavirus / Key Control Measures

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called CoronavirusSARS-CoV-2. The virus is classified as risk group 3 biological agents under the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and the associated code of practice. As CoronavirusSARS-CoV-2 is a new virus it is currently not formally classified under the Biological Agents Regulations.

Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

1.1 Key Control Measures

The following are key control measures required for managing the spread of the virus on JCL construction projects:

Symptoms

Put in place screening to identify symptomatic or contact cases in persons and measures to deal with these persons.

Ensure no person with symptoms attends site - fever (high temperature), cough, shortness of breath, breathing, loss or change to their sense of smell or taste.

Persons displaying symptoms must self-isolate and not attend site or work for 14 days. Also, any person living with someone who is self-isolating or waiting a COVID-19 test must restrict their movements for 14 days.

It should be noted that recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

The company will in all cases require persons to seek medical advice and this advice will be required to be followed. Where persons are COVID-19 positive, contact tracing will be undertaken and affected persons will be asked to seek medical advice. Where a person is COVID-19 positive or required to self-isolate they can only return to work after being medically cleared to do so.

General Health

Personnel living with "at risk groups" as defined by the HSE, must consider if there is a heightened risk from attending work. Personnel with underlying health issues should seek medical advice and should only attend work if medically cleared to do so.

Travel

Persons returning to the island of Ireland should refer to national advice issued by the HSE: <https://www2.hse.ie/conditions/coronavirus/travel.html> and the Department of Foreign Affairs: www.dfa.ie.

HSE COVID-19 Tracker

Persons should download the HSE's free Covid-19 tracker app for mobile phones where available, by visiting Apple's App Store or the Google Play Store. The mobile app uses Bluetooth to alert subscribers if they have been in close contact with another registered app user who has tested positive for Covid-19.

Hand Hygiene

Ensuring everyone is washing hands regularly and thoroughly or sanitizing and sufficient facilities are provided and maintained to allow this to happen.

Social Distancing

Ensuring workers maintain 2 metre (2m) separation insofar as possible while working, when using toilets, canteens, drying rooms etc. Also, to promote social distancing when travelling to and from work (public transport, vans etc.), and in their daily lives, in order to limit exposure.

Cough Etiquette / Respiratory Hygiene

Ensuring people cough / sneeze into sleeve or elbow, always cover up, dispose of tissues.

Cleaning

Ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected. Further details and advice on cleaning and waste disposal are available in NSAI guidelines for COVID-19: <https://www.nsai.ie/images/uploads/general/NSAI-Guidelines-COVID-19-20200525.pdf>.

The above-mentioned control measures are elaborated on throughout this document and all individuals need to take personal responsibility to advise their employer of any symptoms immediately.

2. Health and Safety Documentation

Prior to JCL construction projects commencing after the COVID-19 shutdown period, all project health and safety documentation will be reviewed to ensure that the documentation is aligned with the measures as outlined in this “Construction Sector C-19 Pandemic SOP” and the COVID-19 Specific National Protocol for Employers and Workers, general / standard health and safety requirements, considering the constraints of COVID-19.

2.1 Insurances

Before commencing activities onsite, JCL will contact their insurance broker for direction.

2.2 Safety Statement

The JCL safety statement and associated risk assessments will be reviewed to take account of COVID-19 control measures implemented on site.

2.3 Risk Assessments and Method Statements (RAMS)

Risk assessments and method statements for all work on site will be reviewed to address the risk of COVID-19 and the associated control measures required. Particular emphasis will be required on ‘close working’, i.e. where persons work within 2m of each other (2m being the HSE recommended separation for social distancing).

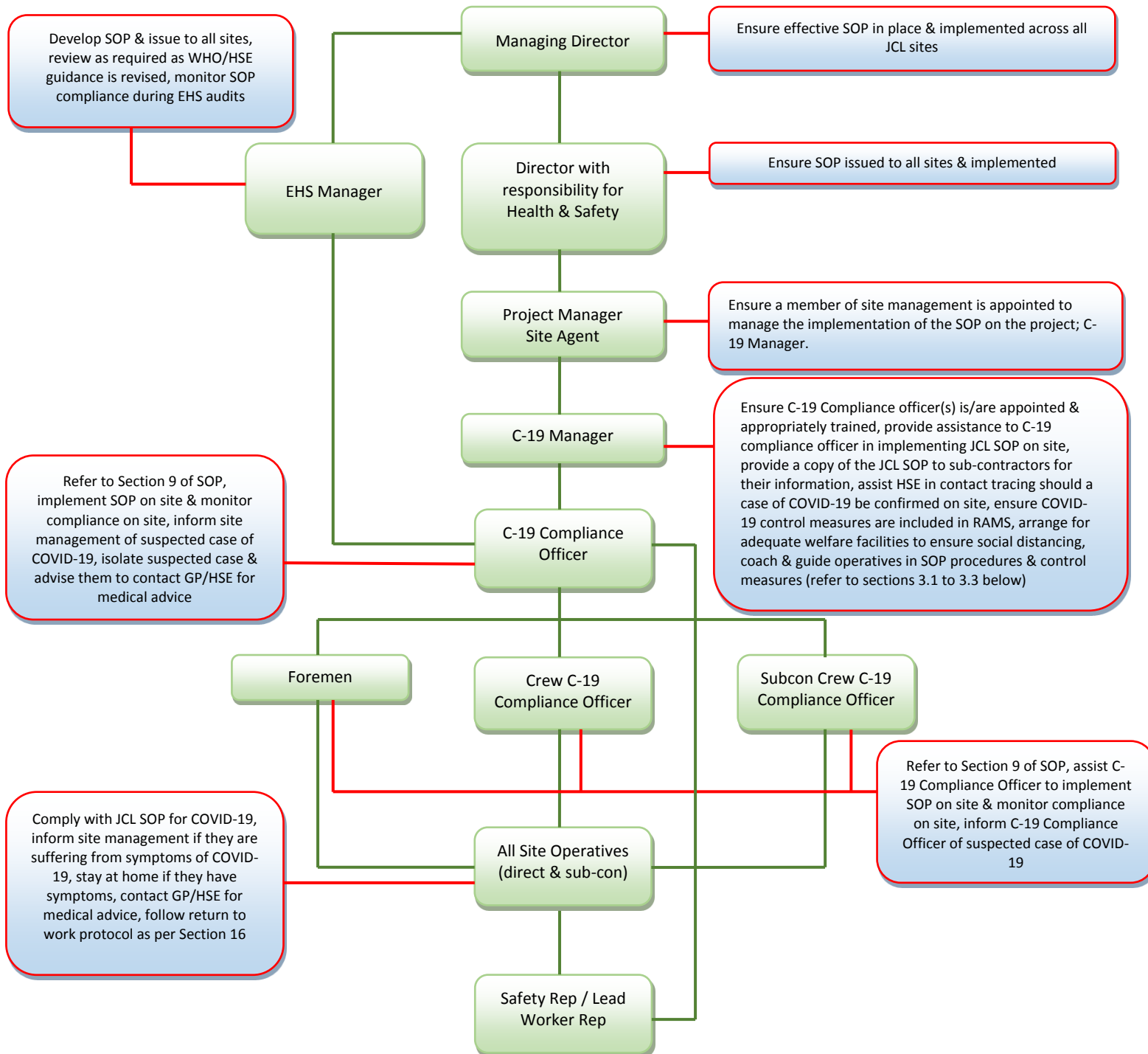
2.4 Daily Briefing Documents

To ensure consultation with workers, it is recommended that daily briefing documents such as SPA’s, Task Briefings or equivalent will be updated to reference COVID-19 and specifically social distancing and hand hygiene. Basic COVID-19 control measures will be highlighted on all such documents.

3. Site Management

For the purposes of the document, anyone with supervisory responsibilities is classified as site management. Depending on the project this can include e.g. Project Managers, site agents, senior engineers and foremen.

Organisation of COVID-19 Roles and Responsibility within JCL



3.1 Responsibilities of Site Management for COVID-19

Site management must risk assess and manage safety and health hazards in the workplace. In the context of the application of the requirements of this COVID-19 SOP, responsibilities include managing and instructing site workers on the various control measures and monitoring compliance. This SOP identifies a number of key management responsibilities during the implementation of this Plan.

Note: Project teams must stay agile as new information comes available that may change approach in procedures, processes or PPE.

3.2 Pre-planning of the Works

Site management are responsible for ensuring that all personnel on site, including sub-contractor management/staff have been made aware of the specific requirements of the site-specific Construction Stage Health and Safety Plan. Specifically:

- To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer(s).
- To ensure that appropriate personnel from the PSCS/Contractor and the sub-contractors are appointed as C-19 Compliance Officer(s).
- To ensure that Safety Representative(s) or Lead Worker Representative(s) are selected.
- CIF Online C-19 Induction has been undertaken by all site personnel prior to coming to site. Ensuring that non-compliant personnel are not permitted on site.
- The inclusion of COVID-19 as a hazard in their RAMS for their work activities.
- To ensure that this RAMS is effectively reviewed, approved and communicated.
- To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements of this SOP and to take appropriate immediate action where they are not.

3.3 On-Site

Site management responsibility includes assessing various work scenarios to ensure that the key requirements such as worker distancing and hygiene/PPE controls are being implemented. This may involve discussions with client and PSDP. It will involve conducting regular site walks and inspections. Continuity of work crews to be encouraged for ease of contact tracing purposes.

3.4 Site Workers

It is vital that each worker knows how to work safely during this COVID-19 pandemic and understands the requirements of their task specific RAMS. Site management will provide coaching and guidance to workers during the workday to optimise compliance with the requirements.

3.5 Management Approach

Site management's main priority is ensuring that this plan is implemented at all levels and at all times with the cooperation of all stakeholders – Clients, PSDP, Contractors, Workers and Suppliers.

3.6 General Site Work Activities

- 1. Reduce** - the number of persons in any work area to comply with the 2-metre social distancing guideline recommended by the HSE (e.g. relocate workers to other tasks, review work schedule and task sequence)
- 2. Review** - work practices, mindful of close working arrangements. Coach site personnel to self-assess their task for social distancing and transmission points.
- 3. Supervise** – appointment of C-19 Compliance Officer to monitor adherence to social distancing and hygiene etiquette as part of their duties.

4. Hygiene

4.1 Good Hygiene and Hand Washing

All site personnel should follow this advice and encourage others to follow this advice too. Site management will provide toolbox talks on how to wash hands effectively - see <https://2hsa.ie/wellbeing/how-to-wash-your-hands.html>.

DO:

Wash your hands properly and often. Hands should be washed:

- ▶ *after coughing or sneezing*
- ▶ *before and after eating*
- ▶ *before and after preparing food*
- ▶ *if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)*
- ▶ *before and after being on public transport if you must use it*
- ▶ *before and after being in a crowd (especially an indoor crowd)*
- ▶ *when you arrive and leave buildings including your home or anyone else's home*
- ▶ *before having a cigarette or vaping*
- ▶ *if your hands are dirty*
- ▶ *after toilet use*

- ▶ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ▶ Put used tissues into a bin and wash your hands.
- ▶ Clean and disinfect frequently touched objects and surfaces.

DON'T:

- ▶ Do not touch your eyes, nose or mouth if your hands are not clean.
- ▶ Do not share objects that touch your mouth – for example, bottles, cups.



SOAP KILLS COVID-19



WASH YOUR HANDS

Wash your hands well and often to avoid contamination -
for a minimum of 20 seconds.



Coronavirus
COVID-19
Public Health
Advice

HSE Live number on **1850 24 1850**

For more information, see:
<https://www2.hse.ie/conditions/coronavirus.html>



4.2 Disposable Gloves

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off. Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security. Disposable gloves are generally not required for infection prevention and control purposes.

A person might potentially:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on
- contaminate yourself when taking off the gloves or touching surfaces
- not wash your hands as often as you need to and touch your face with contaminated gloves

4.3 Face Masks/Face Coverings

HSE advice in the general wearing of facemask / face coverings has changed since the original CIF SOP was published - current guidance can be found at <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>.

Detailed advice on PPE requirements for close working can be found under the “Close Working” section of this document. Note, the general wearing of face masks / face coverings on site should be subject to a site specific risk assessment.

The Return to Work Safely Protocol makes provision for implementing temperature testing in line with Public Health advice. Currently, there is no public health requirement to undertake temperature testing/screening in the workplace. The preference is to ensure social distancing and good hygiene measures.

Site Management should consider additional measures to ensure the containment of the virus; these include posters and/or leaflets to advise workers of the hazards associated with COVID-19 and the measures to be taken to prevent the spread of the disease.

The Health Services Executive (HSE) has prepared a selection of posters which can be displayed in all workplaces and sites. A link to these posters is provided in Section 19.

Coronavirus COVID-19

Stay safe. Protect each other.

Continue to:



Wash
your hands well and often to avoid contamination.



Cover
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue safely.



Distance
yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell.



Avoid
crowds and crowded places.



Know
the symptoms. If you have them self isolate and contact your GP immediately.

COVID-19 symptoms include

- > high temperature
- > cough
- > breathing difficulty
- > sudden loss of sense of smell or taste
- > flu-like symptoms

If you have any symptoms, self-isolate to protect others and call your GP for a COVID-19 test.

#holdfirm
For more information
www.gov.ie/health-covid-19
www.hse.ie

Ireland's public health advice is guided by WHO and ECDC advice




Riailas na hÉireann
Government of Ireland

How to use Face Coverings

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

Correct Covering

Medical masks should be reserved for health workers or patients in treatment. If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.




Check Your Fit


Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.



DO NOT:
Wear the face covering below your nose.



DO NOT:
Leave your chin exposed.




DO NOT:
Wear it loosely with gaps on the sides.



DO NOT:
Wear it so it covers just the tip of your nose.



DO NOT:
Push it under your chin to rest on your neck.



FOLLOW THESE TIPS TO STAY SAFE:

ALWAYS wash your hands before and after handling your face covering.

ALWAYS change your face covering if it is dirty, wet or damaged.

Carry unused face coverings in a separate clean, waterproof bag, for example, a plastic bag.

Carry a second similar type bag, to set used face coverings in.

CHILDREN UNDER 15 should not wear face coverings.

ALWAYS wash cloth face coverings on the highest temperature for cloth.


Safe Removal

Use the ties or ear loops to take the face covering off. Do not touch the front when you take it off.



Disposing Of Single-Use Mask

Always dispose of single-use masks properly in a bin. Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.




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Coronavirus COVID-19

Help prevent coronavirus



Wash your hands




Cover mouth if coughing or sneezing



Avoid touching your face



Keep surfaces clean



Stop shaking hands and hugging



Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit HSE.ie
For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.



Riailas na hÉireann
Government of Ireland

5. Return to Work Requirements - Sites

In advance of sites commencing following the COVID-19 shutdown period, JCL will complete the following, in conjunction with communications and briefings that will be required:

- Updates to the Safety and Health Plans, Safety Statement and other relevant documents will be communicated to all staff members
- The revised site Construction Stage Health and Safety Plan will be communicated to all Site Management
- All site personnel must complete the 'CIF Online C-19 Induction'.
- All persons returning to site must complete a COVID-19 JCL Self-Declaration form. This will be completed and submitted by each operative (JCL direct labour and sub-contractor) at least 3 days in advance of persons returning to site – if conditions change at any time, resulting in a re-appearance of symptoms – workers should be advised not to come to work and seek medical advice.
- The JCL Self-Declaration form (see Appendix B) is designed to seek confirmation that the individual has no symptoms of COVID-19 and is not waiting a COVID-19 test.

Ongoing Screening

- After returning to work all operatives both JCL direct labour and sub-contractor will, on an ongoing basis and at least weekly, be required to complete a screening questionnaire (see Appendix C). Regular Screening of operatives will reduce the risk of infected persons working on site.

6. Travel to/from Work

Where a worker exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work. Wherever possible, workers should travel to site alone using their company vehicle or their own means of transport. Where public transport is the only option for workers, a toolbox talk outlining how to reduce the possibility of infection will be completed with those workers.

Site management will consider the following:

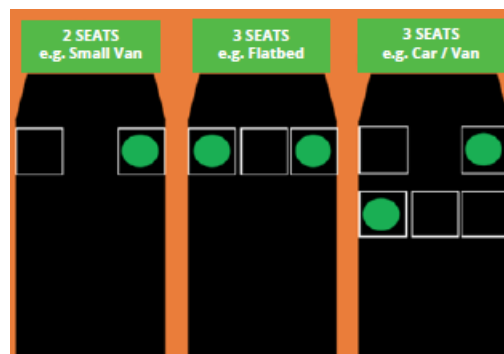
- Parking arrangements for additional cars / vans and bicycles.
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.
- How someone taken ill would get home.

6.1 Social Distancing in Vehicles

Social distancing is advised when travelling in vehicles to/from work and when in site vehicles and operating mobile plant.

Suggested arrangements are as follows:

- Single occupancy of vehicles is preferable
- Sit as far apart as the vehicle allows
- **In circumstances where it is impractical to limit occupancy to one or two persons, additional control measures should be adopted (e.g. use of face masks, face shields, use of screens between occupants, provision of good ventilation).**



Recommended Maximum Road Vehicle Occupancy

6.2 Other Control Measures for Vehicle Use

Workers should not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.

General guidance for minimising the potential transmission of COVID-19 are:

- Employers should consider requesting personnel to use personal transport to reduce numbers travelling in work vehicles.
- To limit the “churn” of people travelling together, ensure the same crew members travel and work together day after day.
- When entering (and leaving) all vehicles the driver should clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.
- Keep windows at least partially open.
- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application, or equivalent.
- Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.
- If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
- Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey (when utilising public transport)

Note: It is noted that it is commonplace in the construction sector for family members to travel together or workers, who lodge together, to travel together (i.e. essentially a “family unit”).

| No. of seats | Max no. of occupants | Seating arrangement |
|--------------|----------------------|--|
| 2 | 1 | 1 driver |
| 3 | 2 | 1 in the driving seat 1 in the far passenger seat |
| 5 | 2 | 1 in the driving seat 1 in the far passenger seat |

Recommended Maximum Road Vehicle Seating Arrangement

7. Prevention of Cross Contamination

The potential for cross contamination is higher at site entry and exit points and where there are high levels of surface contact points such as in welfare areas, site walkways, stairs access etc.

7.1 Recommended Control Measures

The following are recommended controls measures at access points to all construction sites:

- Record details of entrants to site to assist with contact tracing
- Stagger site start times / finishing times to reduce queues
- Multiple entry points depending on site numbers
- Security guards to record all names rather than having multiple persons signing-in using shared pen/booklet
- Restrict entry to workers and essential visitors only.
- Where essential visitors must enter the site, site management to record their details in the visitors log book. Essential visitors should complete the C-19 induction and screening questionnaire prior to visiting.
- Sanitising stations in position at all site entry points
- Regularly clean common contact surfaces in reception, office 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.
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. All suppliers should be requested to provide their COVID-19 protocol.
- All persons entering site must be directed to wash their hands and additional hand washing stations should be provided
- Touch points should be minimised with a “hands free” approach where possible
- On access routes throughout site, one-way systems should be implemented where possible, barrier gates should be kept open, and touch points should be cleaned regularly.

7.2 Cleaning to Prevent Contamination

Enhanced cleaning procedures should be in place across all sites to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Communications equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day
- Regular cleaning of site welfare facilities, handrails and touch points should be undertaken.

7.3 Site Vehicles for Common Use

Contact points within a site vehicle which should be cleaned before and after use include:



7.4 Tools, Plant & Equipment

- All tools and equipment should be properly sanitised to prevent cross contamination.
- Arrangements for one individual to use the same tool, equipment and plant as much as possible.
- Make available cleaning material for all tools to be wiped down with disinfectant between each user.
- Organise work practices to eliminate or reduce transmission points and coach site personnel on the same.
- Cabs and touch points of site vehicles and plant (MEWPS, Excavators, Cranes, etc.) to be thoroughly cleaned and a cleaning regime by plant operatives should be maintained daily thereafter.
- Consider provision of stickers for tools, equipment and mobile plant to encourage disinfection.



Examples of Stickers to Promote Controlled Use of Mobile Plant/Equipment



Contact Points in a Mini Digger

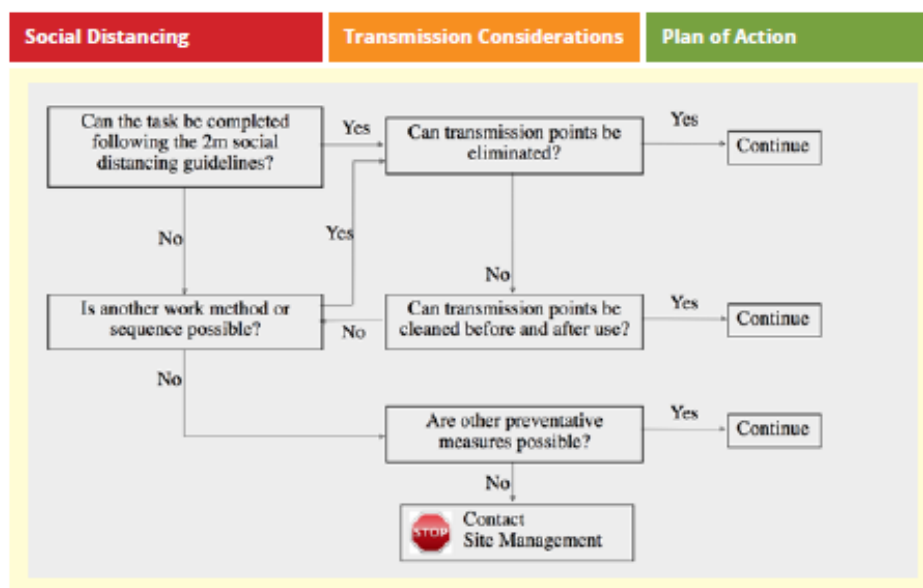
8. Social Distancing

8.1 What is Social Distancing?

Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of a COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. In order to slow the transmission rate of COVID-19, a social distancing of minimum 2m is recommended by the HSE.

Note: social distancing should be considered in the vertical as well as the horizontal when planning work e.g. working on scaffolding.

The flow chart below is provided to assist in the review of work processes with social distancing in mind.



9. C-19 Compliance Officer

This section is intended to outline the role and duties of a COVID-19 Compliance Officer ('C-19 Compliance Officer') for sites of all sizes in line with the Government's recommendations to monitor Social Distancing. It is important that the right candidate is appointed/selected as a C-19 Compliance Officer.

Projects should also facilitate the selection of at least one Site Safety Representative/Lead Worker Representative to assist with ensuring that Covid-19 measures are strictly adhered to.

Note 1: Role of the Lead Workers Representative is as outlined in the National Return to Work Protocol.

Note 2: Free, online training for the Lead Worker Representative is available at https://www.hsa.ie/eng/topics/covid-19/hsa_return_to_work_safely_online_courses/hsa_return_to_work_safely_online_courses.html.

Each JCL site will assess how many C-19 Compliance Officers are required depending on size, environment, number of personnel and the work activity to be monitored. C-19 Compliance Officer's duties should be shared among all contracting companies on a project.

Social distancing compliance is the responsibility of everyone.

A backup must be available in the event of a C-19 Compliance Officer going on training, annual leave or being off sick. Details of the assigned C-19 Compliance Officer and Safety Representative will be communicated on site safety notice boards.

9.1 Role of a C-19 Compliance Officer

- The role of a C-19 Compliance Officer is to monitor day to the site activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus. This individual may have other responsibilities.
- These key personnel should be clearly identifiable onsite with a high viz vest noting C-19 Compliance Officer written on them. The class of hi viz provided should be appropriate to the location that the worker will be working - readers should consult ISO 20471:2013+A1:2016.



- The persons undertaking the role of C-19 Compliance officer and the Site Safety Representative(s) must receive training (in-house / CIF webinar) in what the roles entail.
- Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the C-19 Compliance Officer. Their role is supported by all site management, Site Safety Representative(s) and workers.
- Site Management must communicate to all onsite details of the appointed C-19 Compliance Officer(s).
- A C-19 Compliance Officer must not put themselves at risk while carrying out their duties.
- C-19 Compliance Officers must have a structure or framework to follow within the organisation to be effective in preventing the spread of COVID-19. This structure must be regularly audited and managed to ensure it works and protects all onsite. Failure to take it seriously could result in an outbreak of COVID-19 onsite.

9.2 Responsibilities of the C-19 Compliance Officer

C-19 Compliance Officer's responsibilities and duties fall broadly into 2 categories:

1. Proactive day to day duties
2. Reactive emergency duties

Proactive day to day duties of a C-19 Compliance Officer:

- Check all personnel have completed the CIF Online COVID-19 induction
- Ensure personnel on site have completed the relevant JCL Self-Declaration forms.
- Ensure COVID-19 screening of all operatives on site is completed.
- Being a constant onsite presence to monitor compliance with social distancing of 2 metres between all personnel on site (with the exception of planned close working). In instances where there is non-conformance with social distancing the C-19 Compliance Officer is to intervene.
- Where work within 2m is planned ensure workers are following the required measures.
- Maintain a log of regular monitoring of COVID-19 controls on site.
- Ensure there is sufficient up to date signage erected on site to educate all personnel about the COVID-19 controls in place.
- At all times promote and coach good hygiene practises to all personnel on site.
- Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
- Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- Check hot water and hand drying facilities are available on site.
- Make representations to site management with regards any COVID-19 concerns raised by site personnel to the C-19 Compliance Officer.
- Ensure site personnel are adhering to staggered break time schedules and limiting numbers in canteens, drying rooms and smoking areas cognisant of the 2-metre social distancing guideline.
- Ensure site personnel leaving site at designated breaks remove their site PPE and continue to adhere to social distancing guidelines. Personnel are encouraged to bring pack lunches wherever possible to minimise contact points and unnecessary offsite social interaction, see section 10.3. Covid-19 PPE where worn should be removed prior to leaving site.
- Report any areas of non-compliance to site management and ensure these are addressed.
- Consider provision of additional controls for exceptional circumstances.
- Keep up to date on HSE guidelines.

Reactive C-19 Compliance Officer duties

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID-19 on site, there is the potential where an individual may experience COVID-19 symptoms and where the C-19 Compliance Officer needs to react.

In a reactive position, their responsibilities include:

- Informing site management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- Following site protocol for individuals with COVID-19 symptoms. (i.e. send home, inform them to contact GP).
- Assisting in contact tracing should there be a confirmed case of COVID-19.

10. Communal and Welfare Areas

10.1 Office Arrangements

- All non-essential site personnel should be encouraged to work from home where possible – usual supports required.
- Personnel working in site offices should be dispersed so there is always a social distance of 2m.
- Eliminate non-essential visitors attending offices.
- Use I.T software to support online meetings both in and out of the office.
- Keep workstation surfaces clear and wipe with disinfectant regularly.
- Hand sanitizers should be made available at main entry and exit points.
- Keep main doors open where possible to reduce persons touching door handles etc.
- Increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails etc. at regular intervals throughout the day.



10.2 Toilet Facilities

- Restrict the number of people using toilet facilities at any one time. Ensure there is a social distance of 2m maintained while using the toilet facility.
- Implement appropriate COVID-19 hygiene regime.
- Ensure soap and hand washing pictorial guides provided for washing hands are clearly visual and in a form manner and language understand for all.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush handle.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

10.3 Canteen and Eating Arrangements

The following will be implemented to ensure a social distancing of 2 metres:

- Break times will be staggered to reduce congestion and contact.
- Site personnel must be encouraged to wash their hands before eating.
- Hand cleaning facilities or hand sanitiser will be available at the entrance and exit of any room where people eat and should be used by all personnel when entering and leaving the area.
- Ensure a seating arrangement where workers sit 2 metres apart from each other whilst eating and avoid all physical contact with co-workers.
- Tables should be cleaned between each use and sitting based on rota.
- All rubbish should be disposed in a suitable bin with a lid.
- Tables should be clear when finished eating.
- All areas used for eating must be thoroughly cleaned after each use, including chairs, door handles, appliances and tables
- Provide illustrations of 2 metre spacing to clearly demonstrate social distancing.
- Workers should be encouraged to bring pack lunches and flasks to minimise contact points such as kettles, fridges and microwaves

10.4 Drying Rooms

The following will be implemented to ensure a social distancing of 2 metres:

- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Increase the number or size of facilities available on site as required
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres.
- Provide suitable and sufficient rubbish bins with lids in these areas with regular removal and disposal.
- Identify 2 metre social distancing areas.
- Remove all unnecessary items.
- Promote consistencies in location used for changing clothes
- Ideally workers should change clothes and work clothes should be brought home and washed each night

11. First Aid Responder Guidance

- COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin.
- The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.
- The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.
- There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person’s respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).
- If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, and stroke.
- First Aid Responders should be familiar with the symptoms of COVID-19, as per graphic below. You will need to perform a “dynamic risk assessment” based on the scenario you are presented with.

| Symptoms | CORONAVIRUS <i>Symptoms range from mild to severe</i> | FLU <i>Abrupt onset of symptoms</i> | COLD <i>Gradual onset of symptoms</i> |
|---|---|---|---|
| Fever or chills | Common | Common | Rare |
| Cough | Common (usually dry) | Common (usually dry) | Mild |
| Shortness of breath | Common | No | No |
| Lost or changed sense of smell or taste | Common | Rare | Rare |
| Fatigue | Common | Common | Sometimes |
| Aches and pains | Common | Common | Common |
| Sore throat | Sometimes | Sometimes | Common |
| Headaches | Sometimes | Common | Rare |
| Runny or Stuffy Nose | Sometimes | Sometimes | Common |
| Feeling sick or vomiting | Rare | Sometimes | No |
| Diarrhoea | Rare | Sometimes in children | No |
| Sneezing | No | No | Common |

11.1 Key Control Measures

- Standard infection control precautions to be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case.
- In such cases, move individual to a first aid room / isolated room to minimise risk of infection to others.
- Only one First Aid Responder to provide support/ treatment, where practical.
- Additional PPE (enclosed eye protection and FFP3 mask if available) should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Please also have a mask available to give to person if they are displaying symptoms consistent with COVID-19 to limit droplet dispersion.
- If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions only until help arrives. To iterate the point, a person in cardiac arrest should have compression only CPR applied.
- Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder should avoid close contact and advise the injured party what steps to take in treating their injury.
- No reusable equipment should be returned to service without being cleaned/disinfected appropriately.

11.2 PPE Requirements

The following PPE must be available for responding to first aid incidents:

1. Disposable gloves (nitrile/latex)
 2. FFP3 or FFP2 Face masks
 3. Disposable plastic aprons
 4. Enclosed eye protection
- First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.
 - Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.
 - Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.
 - Replenish PPE stock as appropriate. Liaise with site management or designated person to ensure any issues with first aid PPE are resolved in as timely a manner as possible.

12. Management of Meetings

All meetings, where possible, are to be conducted virtually using on-line systems for remote meetings unless it is absolutely necessary to meet face-to-face. In these circumstances, keep the numbers attending as small as possible ensuring the mandatory 2m distance apart. The meeting time should be kept as brief as possible.

According to the HSA, there is no time restriction on how long workers can be in the same room observing physical distancing advice, however HPSC Guidelines in the identification of contacts for contact tracing purposes states that “For those contacts who have shared a closed space with a case for longer than two hours, a risk assessment should be undertaken taking into consideration the size of the room, ventilation and the distance from the case. This may include office and school settings and any sort of large conveyance.

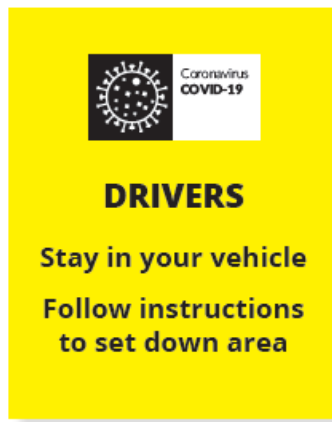
12.1 Site Meetings

- Only ‘absolutely necessary’ meeting participants should attend.
- Attendees should be 2m apart from each other.
- Rooms should be well ventilated/windows open to allow fresh air circulation.
- Consideration to be given to hold meetings in open areas where possible.

13. Management of Deliveries

Site Management will:

- Ensure that all delivery transactions enforce physical distancing.
- Agree a delivery protocol with suppliers and hauliers.
- All deliveries must be planned with allocated times for collections/appointments/deliveries.
- Make arrangements for minimum contactless delivery acceptance and acknowledgements with suppliers where possible to ensure materials management and material reconciliations are accurate.
- Ensure that hand washing facilities are available convenient to set down and goods inward locations.
- Ensure there are appropriate sanitising arrangements at points of site access, egress and set down areas for raw materials and stock.



14. Close Working

This section outlines guidance relating to COVID-19 Particular Risks for short-term work that must be completed where workers are less than 2 metres apart (<2m). The JCL SOP is appended as a support or reference document to the site specific Construction Stage Safety and Health Plan and includes recommendations for close working, i.e. within 2m. The JCL procedure will be to review the RAMS for ongoing works, make adjustments where necessary and communicate the arrangements to personnel as part of the SPA system. All future RAMS will include Covid-19 assessment and procedures applicable at the time of drafting as procedures are likely to change into the future.

14.1 Elimination of Close Working

- Elimination of close working is preferable and will be investigated.
- For site management putting personnel to work, it is critical that every available option possible is considered before putting personnel to work in < 2m close contact tasks.
- Stages of the construction process where <2m tasks can be eliminated /mitigated: (including a non-exhaustive list of examples)
 - a) Design – sections of materials are:
 - i. 2.5m long or longer OR
 - ii. Materials can be installed by an individual (lightweight/ fixings are simplified
 - iii. Mechanical means for lifting and access can be used while keeping construction personnel >2m apart
 - b) Planning for work: RAMS / Planning / Sequencing / Coordination / Communication – All tasks planned via a pre-planned safe system of work shall consider eliminating <2m work.
 - c) RAMS must consider elimination of work within 2m as the first priority. Where this is not possible the RAMS/SPA will detail the control measures for persons working <2m on the task.

14.2 Why tasks where Personnel are less than 2m Apart Require Additional Focus and Daily Oversight

In Ireland, the Health Service Executive (HSE) has recommend a 2 metre safe distance between individuals to avoid transmission hazards. Where a risk assessment identifies work where 2 metres separation cannot be maintained, additional safety precautions are required to manage the risk.

Requirements for personnel working within 2m of each other:

- The workers complete the self-declaration form and has no visible symptoms of COVID-19.
 - The close contact work cannot be avoided.
 - PPE is present in line with the RAMS / Risk Assessment (full face shield etc).
 - An exclusion zone for <2m work will be set up pre task commencement.
 - Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.
 - There are 2 types of work in the <2m transmission zone,
 - A. no physical contact between colleagues**
 - B. physical contact will occur (manual handling / pushing – pulling side by side, shared tools and equipment)**
 - Scenario B is of higher risk than scenario A.
 - A task specific risk assessment is required to identify the appropriate PPE / combination of PPE – e.g. face shield/mask (surgical type/FFP2, FFP3, other), eye protection / overalls or disposable suit / gloves*.
- *note previous comments regarding disposable gloves

-
- Scenario A - preferably, personnel will wear full face shields (alternatively, FFP3 / FFP2 / surgical masks with eye protection) and gloves.
 - Scenario B - personnel will wear full face shields, (alternatively, FFP3, FFP2 or surgical masks with eye protection), gloves and disposable suits. On completion, dispose and make safe any contaminated PPE by placing in a suitable rubbish bag, sealing the bag and placing into another rubbish bag and sealing again.
 - At the end of the task, all tools and equipment that will be re-used for scenario A and B work must be sanitized properly – as should any surfaces safe to wipe down.
 - Forced ventilation internally will be considered for restricted confined spaces.

Note: JCL will not be utilising a permit system for close working scenarios.

15. COVID-19 Suspected/Confirmed Cases

15.1 Suspected Case of COVID-19 at Work

What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19:

- If someone becomes unwell in the workplace with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation. Request individual to wear face mask to prevent contamination of area and close-by personnel.
- The individual who is unwell should call their doctor and should outline their current symptoms. Whilst they wait advice, ideally they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the closed bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Closure of the workplace is not recommended.
- The management team will contact the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.
- A risk assessment of each setting will be undertaken by HSE with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

15.2 Contact Tracing Log

The Return to Work Safely Protocol advises employers to keep a log of contact/group work to facilitate contact tracing.

A close contact is anyone who has spent more than 15 minutes, face-to-face, within two meters of a person with COVID-19 in any setting, including a workplace, or someone who has shared a closed space with a confirmed case for more than two hours. Any incidences that meet these criteria should be logged by employers.

Should an employee become COVID-19 positive, public health officials may request the log as part of the contact tracing process. According to the HSA, the log should include details such as date / names of participants / duration of contact to help contact tracing teams determine who might qualify as a close contact. Logs should be held for 28 days, after which time they can be discarded.

15.3 Confirmed Case of COVID-19 at Work

HSE have provided the guidance below on the management of positive cases in the construction sector.

Key points for construction industry in responding to a case of COVID-19

Response to an isolated case of COVID-19 on a site:

- When a case of COVID-19 is identified, the case will be contacted by the Public Health Contact Tracing team who will:
 1. Inform the case of their diagnosis.
 2. Identify and collect contact details of all close contacts from the case, including community contacts and workplace contacts.
 3. Collect details of any congregate settings identified which may be contacts; this would include any building sites a construction worker may have worked on during the time period that they would be considered infectious. The case will be asked to provide contact details for their line manager.
- The contact tracing team will then contact all close contacts and organise testing for them according to guidelines, and advise them to restrict their movements for 14 days from the date of last contact with the case. This will include not attending the workplace during this 14 day period, regardless of the result of their test.
- In the case of a workplace, the line manager will receive a call from Public Health contact tracing team, who will discuss work place practices, undertake a risk assessment and provide advice.

What to do if an employee informs you that they have tested positive for COVID-19:

- If a line manager is informed by their employee that they have tested positive for COVID-19, the line manager should proceed as follows:
 1. Reassure workers that all close contacts will be contacted by Public Health contact tracing team and appropriate follow up arranged.
 2. If any workers at the site are displaying symptoms of COVID-19 they should be advised to self-isolate and to contact their GP to arrange testing, however testing of asymptomatic co-workers is not required unless they have been identified as close contacts by Public Health contact tracing team.
 3. It is not necessary to close a site or part of a site in response to an isolated case of COVID-19, unless it is not possible to continue operating - for example in a situation where an entire team have been deemed to be close contacts and therefore will need to restrict their movements, thus necessitating closure due to insufficient staffing levels.
 4. The line manager of the case should expect to receive a call from the Public Health contact tracing team if their work place is deemed to have been exposed to the case during their infectious period.

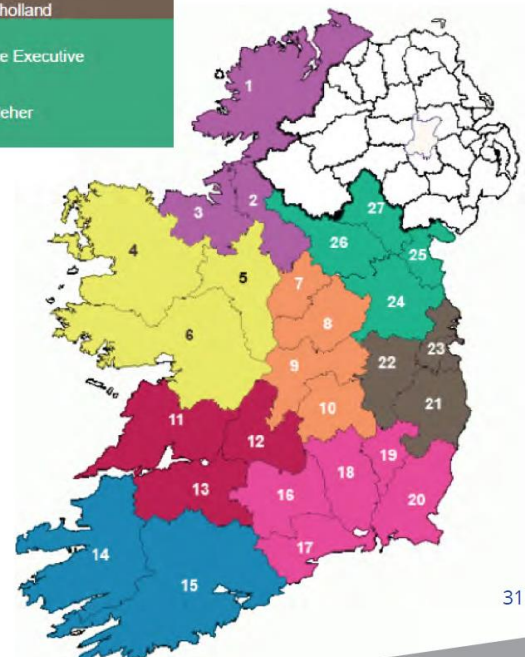
What to do if you have been informed of multiple cases of COVID-19 amongst your workers:

- If a line manager is informed of multiple confirmed cases of COVID-19 on their site and has concerns that there may be a cluster of cases linked to the site:
 1. The line manager should contact Occupational Health or their local Public Health Department (see attached contacts) in a situation where multiple laboratory-confirmed cases of COVID-19 occur on a site.

Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

Ref: NSAI- Covid 19; Guidance for the business and retail sector (v 1.1 18.03.20)

| | | | |
|------------|----|-------------------|---|
| North-West | 1 | Donegal | Department of Public Health, Health Service Executive, Iona House, Upper Main Street, Ballyshannon, Co. Donegal. Tel: (071) 9852900; Fax: (071) 9852901 A/Director of Public Health: Dr Anthony Breslin |
| | 2 | Leitrim | |
| | 3 | Sligo | |
| West | 4 | Mayo | Department of Public Health, Health Service Executive, Merlin Park, Galway Tel: (091) 775200; Fax: (091) 758283 Email: public.health@hse.ie A/Director of Public Health: Dr Breda Smyth |
| | 5 | Roscommon | |
| | 6 | Galway | |
| Midlands | 7 | Longford | Department of Public Health, Health Service Executive, HSE Area Office, Arden Road, Tullamore, Co. Offaly. Tel: (057) 9359891; Fax: (057) 9359906; ID Fax: (057) 9359907 Email: public.health@hse.ie Director of Public Health: Dr Phil Jennings |
| | 8 | Westmeath | |
| | 9 | Offaly | |
| Mid-West | 10 | Laois | Department of Public Health, Health Service Executive, Mount Kennett House, Henry Street, Limerick Tel: (061) 483337; Fax: (061) 464205 Director of Public Health: Dr Mai Mannix |
| | 11 | Clare | |
| | 12 | Tipperary - North | |
| South | 13 | Limerick | Department of Public Health, Health Service Executive, Floor 2 - Block 8, St. Finbarr's Hospital, Douglas Road, Cork Tel: (021) 4927601; Fax: (021) 4923257 ID Fax Cork: (021) 4923257; ID Fax Kerry: (066) 7184542 Email: dph@hse.ie Director of Public Health: Dr Augustine Pereira |
| | 14 | Kerry | |
| | 15 | Cork | |
| South-East | 16 | Tipperary - South | Department of Public Health, Health Service Executive, Dublin Road, Lacken, Kilkenny Tel: (056) 7784124; Fax: (056) 7784393; ID Fax: (056) 7784599 A/Director of Public Health: Dr John Cuddihy |
| | 17 | Waterford | |
| | 18 | Kilkenny | |
| | 19 | Carlow | |
| East | 20 | Wexford | Department of Public Health, Health Service Executive, Dr. Steevens' Hospital, Dublin 8. Tel: Main Switch (01) 6352000; ID Notifications: 01 6352145 Fax: (01) 6352103 Email: dph.east@hse.ie Director of Public Health: Dr Deirdre Mullholland |
| | 21 | Wicklow | |
| | 22 | Kildare | |
| North-East | 23 | Dublin | Department of Public Health, Health Service Executive, Railway Street, Navan, Co. Meath Tel: (046) 9076412; Fax: (046) 9072325 A/Director of Public Health: Dr Kevin Kelleher |
| | 24 | Meath | |
| | 25 | Louth | |
| | 26 | Cavan | |
| | 27 | Monaghan | |



Note: Further information on getting tested for COVID-19 is available on the HSE website: <https://www2.hse.ie/conditions/coronavirus/testing/how-to-get-tested.html>

16. Return to Work Process – Worker

In the event of a worker either being a suspected/confirmed case of COVID-19 or a known “close contact” with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration [1].

Fitness for Work should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their work duties?
2. Does their illness pose a risk to other individuals in the workplace?

The following steps should be followed, in line with current public health advice in Ireland:

- **Any worker who has displayed symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP by phone as part of the triage process.**
- They must also notify their line manager / employer.
- An individual will be classified as either a suspected or confirmed case, based on HSE decision to test / outcome of test.
- An individual who is a known close contact [2] with a confirmed or suspected case will be contacted by the HSE through its contact tracing process. Advice regarding self-isolation for a period of 14 days since their last “close contact” with a confirmed/suspected case must be followed.
- An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.
- When an individual is symptom-free and are deemed fit to return to work, the key criteria are:
 1. 14 days since their last “close contact” with a confirmed/suspected case and have not developed symptoms in that time, or
 2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
 3. They have been advised by a GP / healthcare provider to return to work.
- Line Manager/designated Employer/HR should confirm the relevant criteria above with the individual and write down their responses.

[1] Individual must self-declare their fitness for work in the absence of having a fitness for work certificate from their GP/healthcare provider. This is in acknowledgement that GP’s don’t currently have capacity to be issuing return to work certificates.

[2] Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person. [This is only a guide].

17. Cleaning Spaces with Suspected/Confirmed Cases

- It is recommended cleaning an area with normal household disinfectant after a suspected COVID-19 case has left will reduce the risk of passing the infection on to other people.
- If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours.
- For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

17.1 Personal Protective Equipment (PPE)

- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed COVID-19 is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- If a risk assessment of the setting indicates that a higher level of virus may be present or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

17.2 Cleaning and Disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
 - use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - or**
 - a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
 - or**
 - if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Additionally:

- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

17.3 Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

17.4 Waste Management

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

18. Statutory Training Updates

18.1 Safe Pass

On the 31st of March 2020, the Minister Pat Breen signed a Statutory Instrument that extends the expiry date of Safe Pass cards that expired since the 1st March 2020 for the duration of the COVID-19 emergency. JCL will arrange training for those employees whose training has expired once restrictions have been lifted and Safe Pass training is available with our nominated training provider.

18.2 Construction Skills Certification Scheme (CSCS)

The Safety, Health and Welfare at Work (Construction) Regulations 2013 still apply on JCL sites and therefore, the categories of workers carrying out operations listed on Schedule 5 of the Regulations, must be in possession of current cards.

Renewal of CSCS cards for JCL employees will continue via the SOLAS online renewal card process as training cards expire. Where CSCS cards are lost or stolen, the JCL employee will apply to SOLAS via the online card replacement system for a new card.

18.3 First Aid Responder Training (PHECC)

The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid certification in Ireland. PHECC have confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such time that the situation is rescinded. This departure from normal standards shall be limited to the duration of the current COVID-19 outbreak.

19. Additional Reading

CIF GUIDANCE ON COVID-19

<https://cif.ie/coronavirus/>

COVID-19 (CORONAVIRUS) ADVICE FROM HSA

<https://www.hsa.ie/eng/topics/covid-19/>

COVID 19 SPECIFIC NATIONAL PROTOCOL FOR EMPLOYERS AND WORKERS

Link to Health and Safety Authority (HSA) checklists and templates:

https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_and_checklists/

LATEST INFORMATION FROM HEALTH SERVICES EXECUTIVE:

For the most up to date information, from health care professionals, members are advised to monitor the HSE website:

www2.hse.ie/conditions/coronavirus/coronavirus.html

CONTINUITY PLANNING

On 9th May 2020, the Department of Business, Enterprise and Innovation released a 'Return to Work Safety Protocol.

<https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>

NSAI' COVID-19 WORKPLACE PROTECTION AND IMPROVEMENT GUIDE

[https://www.nsai.ie/images/uploads/general/Covid-19 Workplace Protection and Improvement Guide.pdf](https://www.nsai.ie/images/uploads/general/Covid-19_Workplace_Protection_and_Improvement_Guide.pdf)

POSTERS

The HSE has prepared a package of resource materials that may be displayed in all workplaces and sites. See:

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

TRAVEL ADVICE

Travel advice is available on the website of the Department of Foreign Affairs at:

www.dfa.ie/travel/travel-advice/coronavirus

HEALTH PROTECTION SURVEILLANCE CENTRE (HPSC)

The HPSC provide advice for the general public and for specific groups and settings including employers, healthcare professionals, education settings and religious settings at:

www.hpsc.ie

WORLD HEALTH ORGANISATION (WHO):

www.who.int

CENTRE FOR DISEASE CONTROL (CDC):

www.cdc.gov

WORKPLACE RELATIONS COMMISSION (WRC):

<https://www.workplacerelations.ie/en/>

Appendix A: COVID-19 Posters

Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

Physical Distancing Outside

Spending time outdoors is good for our health.
But social responsibility is essential for ALL our health.



Avoid
close contact
with others



Distance
yourself at least
2 metres (6 feet) away
from other people



Groups
should be no more
than four people
unless all are from
the same household



Don't arrange
to meet up with other
groups



Avoid
an area if it looks busy
and go somewhere
else for your walk

For Daily Updates Visit
www.gov.ie/health-covid-19
www.hse.ie

Ireland is operating a delay strategy
in line with WHO and ECDC advice

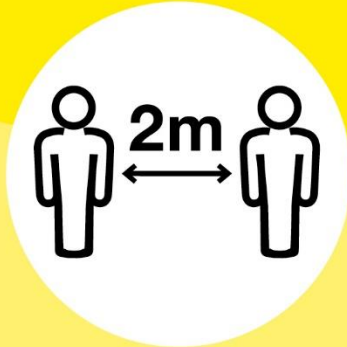


Rialtas na hÉireann
Government of Ireland

Coronavirus COVID-19 **Physical Distancing Outside**



Coronavirus
COVID-19
Public Health
Advice



Distance

yourself at least 2 metres (6 feet) away from other people



Rialtas na hÉireann
Government of Ireland

Coronavirus COVID-19 **Physical Distancing Outside**



Coronavirus
COVID-19
Public Health
Advice



Avoid Crowds

If an area looks busy, go somewhere else for your walk



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Government of Ireland

Coronavirus COVID-19 Physical Distancing Outside



Coronavirus
COVID-19
Public Health
Advice

Max 4



Groups

should be no more than four people unless all are from the same household



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Government of Ireland

Coronavirus **COVID-19**



Coronavirus
COVID-19
Public Health
Advice

Physical Distancing Outside

Spending time outdoors is good for our health.
But social responsibility is essential for ALL our health.



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Groups
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Avoid
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For Daily Updates Visit
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www.hse.ie



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Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice



To slow the spread of coronavirus, vulnerable people are being asked to cocoon

For people most at risk, we are giving special advice called cocooning.

Who should cocoon?

- Everyone aged 70 or over
- Everyone living in a residential home or long term care
- People who have serious medical conditions that make them vulnerable, like:
 - organ transplant recipients, people undergoing cancer treatment, severe respiratory conditions, rare diseases that increase the risk of infections, pregnant women who have significant heart disease.

What does cocooning mean?

It means you should stay at home at all times and avoid face-to-face contact. This is for the next two weeks initially. Family, carers, neighbours and our public services will help ensure you have the support you need.

Do

- Stay at home at all times
- Arrange for food or medication deliveries to be left at the door
- If you have a garden or balcony, spend time outside for fresh air
- Keep in touch with people over the phone or online if you have access
- Keep yourself mobile by getting up and moving as much as possible
- Try to spend time doing things you enjoy indoors

Don't

- Go outside your home and garden
- Have visitors to your home, except for essential carers

If you live with a person who needs to be cocooned

Even though it is hard, try to stay 1 metre apart from vulnerable people in your home.

Where can I get help?

- The Government is arranging for each county council or local authority to set up supports for access to food, essential household supplies and medicines
- ALONE is providing a telephone support line, seven days a week from 8am - 8pm 0818 222 024
- You can contact HSE Live 1850 24 1850 for information and advice on health services
- For factual, updated information on coronavirus, go to hse.ie

Every person needs to follow these 6 key steps to prevent coronavirus



Stop
shaking hands or hugging when saying hello or greeting other people



Distance
yourself at least 2 metres (5 feet) away from other people, especially those who might be unwell



Wash
your hands well and often to avoid contamination



Cover
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



Avoid
touching eyes, nose, or mouth with unwashed hands



Clean
and disinfect frequently touched objects and surfaces

Protection from coronavirus. It's in our hands.

Ireland is operating a delay strategy
in line with WHO and ECDC advice



Riailtas na hÉireann
Government of Ireland

Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

Everyone stay at home.
Everyone has the power to **Stop COVID-19.**

Stay at home in all circumstances, EXCEPT:

- > Travel to and from work where your work is an essential service. See gov.ie
- > To shop for essential food and household goods
- > To attend medical appointments and collect medicines
- > For vital family reasons including caring for children, older or vulnerable people or someone who is cocooning but excluding social family visits
- > To take exercise within 2km of your home. You may include children from your household but **MUST** adhere to 2m physical distancing from other people.

Cocooning has been introduced for those over 70 years and those who are extremely medically vulnerable to COVID-19. You can find out more about this on hse.ie.

Remember, you cannot arrange a gathering with anybody you do not live with.

If you have symptoms, self-isolate to protect others and phone your GP.

For information and advice visit hse.ie or phone HSELive **1850 24 1850**

For Daily Updates Visit
www.gov.ie/health-covid-19
www.hse.ie

How to Prevent



Stop
shaking hands or hugging when saying hello or greeting other people



Distance
yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell



Wash
your hands well and often to avoid contamination



Cover
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



Avoid
touching eyes, nose, or mouth with unwashed hands



Clean
and disinfect frequently touched objects and surfaces

Symptoms

- > Fever (High Temperature) > A Cough > Shortness of Breath
- > Breathing Difficulties

Ireland is operating a delay strategy in line with WHO and ECDC advice



Rialtas na hÉireann
Government of Ireland

Coronavirus COVID-19



Help prevent coronavirus



Wash your hands



Cover mouth if coughing or sneezing



Avoid touching your face



Keep surfaces clean



Stop shaking hands and hugging



Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit [HSE.ie](https://www.hse.ie)

For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.



Rialtas na hÉireann
Government of Ireland

Coronavirus COVID-19



Know the signs



High Temperature



Shortness of Breath



Breathing Difficulties



Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.

If you have symptoms, self-isolate to protect others and phone your GP. Visit [hse.ie](https://www.hse.ie) for updated factual information and advice or call **1850 24 1850**.



Wash



Cover



Avoid



Clean



Stop



Distance

Protection from coronavirus.
It's in our hands.



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Government of Ireland

SOCIAL DISTANCING

DEVELOP A PLAN

Assess the Risk / reduce personnel / consider welfare arrangements etc.

IMPLEMENT THE PLAN

Communicate to workers / toolbox talks / supervision

MONITOR THE PLAN

Appoint a person to oversee

<https://www2.hse.ie/conditions/coronavirus.html> HSE Live number on 1850 24 1850

Coronavirus COVID-19

Coronavirus
COVID-19
Public Health
Advice

If you have fever and/or cough you should stay at home regardless of your travel or contact history.

If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movement for 14 days. Check the list of affected areas on www.dfa.ie

All people are advised to:

- > Reduce social interactions
- > **Keep a distance** of 2m between you and other people
- > **Do not** shake hands or make close contact where possible

If you have symptoms visit hse.ie QR phone HSE Live 1850 24 1850

How to Prevent

Stop
shaking hands or hugging when saying hello or greeting other people

Distance
yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell

Wash
your hands well and often to avoid contamination

Symptoms

- > Fever (High Temperature)
- > A Cough
- > Shortness of Breath
- > Breathing Difficulties

For Daily Updates Visit
www.gov.ie/health-covid-19
www.hse.ie

Social Distancing
Keep at least 2 metres from one another - closer requires a specific risk assessment resulting in extra safety precautions

Bridhe na hÉireann
Government of Ireland

Bridhe na hÉireann
Government of Ireland





Social Distancing

Keep at least **2 metres** from one another - closer requires a specific risk assessment resulting in extra safety precautions



Coronavirus
COVID-19
Public Health
Advice




WORK TOGETHER

STAY APART

HSE Live number on **1850 24 1850**

For more information, see:
<https://www2.hse.ie/conditions/coronavirus.html>





SOAP KILLS COVID-19



WASH YOUR HANDS

Wash your hands well and often to avoid contamination -
for a minimum of 20 seconds.



Coronavirus
COVID-19
Public Health
Advice

HSE Live number on **1850 24 1850**

For more information, see:
<https://www2.hse.ie/conditions/coronavirus.html>



Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



www.hse.ie/handhygiene



Appendix B: JCL Self-Declaration Form

Due to the ongoing and rapidly changing situation with the coronavirus (COVID-19), we are requiring all new inductees to John Cradock Limited (JCL) Head Office/Sites to fill-out the self-declaration form below. John Cradock Limited (JCL) will make a decision on access to Head Office/Sites based on the answers provided below.

Each inductee must complete this form.

72 hours prior to your appointment, please send it back to info@johncradock.ie and your JCL site contact.

| | |
|-------------------------------------|--|
| First Name: | |
| Last Name: | |
| Arrival Date at JCL (visitors only) | |
| Contact Person at JCL | |

You will be requested to leave the site if you answer 'Yes' to Questions 1, 2 or 3.

| | | |
|--|------------------------------|-----------------------------|
| Have you been in contact with a confirmed/suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you been diagnosed with confirmed/suspected COVID-19 infection or been advised, by a doctor to self-isolate within the past 14 days? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have any of the typical COVID-19 symptoms: fever, high temperature, persistent cough or breathing difficulties/shortness of breath? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you been advised by a doctor to cocoon at this time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you returned to the island of Ireland from another country not included on the government's 'green list' within the last 14 days? If Yes, where? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

This document will be retained confidentially by the Company for one month after completion of work on site/head office.

The health and wellbeing of our community is our first priority therefore JCL reserves the right to deny entry to the Head Office/Site.

Signature: _____

Date: _____

Private Data Protection notice:

We are collecting and processing this personal data on the basis of Art. 6 (1) (f) and Art.9 (2) (i) Regulation (EU) 2016/679 (“GDPR”) being necessary for the purposes of the legitimate interests pursued by JCL and necessary for protecting against serious cross-border threats to health.

We do this as preventive measures for our community to mitigate the risk of a Coronavirus disease (COVID-19) outbreak in our work force.

Also, we are collecting personal data to be able to support local authorities in case of an outbreak in Ireland. In such a case, this data will help the authorities to trace a human-to-human transmission of the Virus.

This data sheet will be stored in our H&S office and is not shared with any third party, unless there will be an official request by the local authorities for reasons of public interest in the area of public health.

The data sheet will be deleted one month after collection, unless a longer period is required by the public authorities.

Thank you for your cooperation!

Appendix C: Screening Questionnaire

| | |
|-------------|--|
| First Name: | |
| Last Name: | |

You will be requested to leave the site if you answer 'Yes' to Questions 1, 2 or 3.

| | | |
|--|------------------------------|-----------------------------|
| Have you been in contact with a confirmed/suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you been diagnosed with confirmed/suspected COVID-19 infection or been advised, by a doctor to self-isolate within the past 14 days? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have any of the typical COVID-19 symptoms: fever, high temperature, persistent cough or breathing difficulties/shortness of breath? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |