

## Aptus Utilities Site Preparedness: Guidance and Procedure in respect of COVID-19

### COVID-19 PANDEMIC

COVID-19 is a new illness that can affect your lungs and airway. It's caused by a virus called coronavirus. The World Health Organization declared the outbreak of COVID-19 a pandemic on the 11 March 2020, this means COVID-19 has spread worldwide. So far COVID-19 has spread to over 150 countries, including the UK, so it is imperative that everyone do their part in order to combat this pandemic.

### SYMPTOMS

Coronavirus primarily infects the lungs. The symptoms start with a fever followed by a dry cough, which can lead to breathing problems.

The cough is described as "a new, continuous cough" and means coughing a lot more for more than an hour, or having three or more coughing episodes in 24 hours – if you normally have a cough, it may be worse than usual.

It takes 5 days, on average, to start showing symptoms, but some people will get symptoms much later than this as the incubation period lasts up to 14 days.

### PREVENTION

The coronavirus is mainly spread during close contact, so to help stop the spread of infection it is mandatory that everyone follow the below simple steps when at work:

- Ensure you keep a distance of 2 metres between yourself and anybody not from your household (social distancing)
- Wash your hands with soap and water often – for at least 20 seconds
- Wash your hands as soon as you get home, after coughing or sneezing, on arrival at work, before and after eating and after using public transport.
- Cover your mouth and nose with a tissue or sleeve (not your hands) when you cough or sneeze.
- Avoid face-to-face and skin-to-skin contact at all time, where this is not possible this should be limited to 15 minutes with FFP3 Face Mask to be worn at all times. Aforementioned dust mask to be disposed in a suitable receptacle once task complete.
- Dust masks worn for any other task, such as travelling to site, should be worn as long as the masks' integrity is not compromised and it is fit for purpose, once the mask is no longer providing adequate protection it must be disposed in a suitable receptacle.
- Put used tissues in the bin immediately and wash your hands - do not touch your eyes, nose or mouth if your hands are not clean
- Wear gloves, provided to you, where practicable during your course of works – but remember that this does not negate the need for washing your hands. Hand washing is one of the most effective ways of stopping the spread of COVID-19

- Keep a distance of 2 metres between yourself and anyone who is symptomatic (exhibiting visible signs) of Coronavirus infection.
- Try to limit your contact with people not from your household i.e. stagger break times.
- Do not come into work if you feel unwell or if someone in your household is isolating.

Should you develop symptoms of COVID-19 isolate yourself according to Government guidance and ring NHS111 – you should also advise others you have been in close contact with to do the same.

## WORKING PRACTICES

Below is a list of work activities and practices that Aptus undertakes. Each Activity/Practice has been assessed, with the current climate and Covid-19 in mind, in order to ascertain the level of risk associated with each role/activity.

### Travel to site

Travel to site via separate vehicles, where this is not practical, travel will be limited to two operatives in any one van. These 2 man teams must remain in place until guidance dictates i.e. team members will not “swap” around. Driver and passenger must stick to their designated sides of the vehicle i.e. do not switch sides between driver and passenger seats. PPE must be worn for the entirety of the journey including dust mask and gloves. Refrain from touching your face until your hands are clean. Ensure you wash your hands after exiting the vehicle and once you have removed your gloves. Once gloves are removed and your hands are clean you may remove your dust mask. Ensure you utilise anti-bacterial wipes (provided to you) to ensure the van is clean and sanitary. Do not sit together in the van at break times and ensure your break times remain staggered to limit contact to as little as possible. Adhere to Government Guidance on hand washing and social distancing as described above.

### Trench Excavation and Plant Operation

One operative to be present in machine/plant, one operative to be present in the track. Wash your hands before entering any machines and wash your hands every time you get out. Keep windows of any plant open for added ventilation. Avoid touching your face when operating the plant. Ensure the plant is cleaned down inside (particularly touch points, such as: doors, levers and buttons) particularly between use by different operatives. Adhere to Government Guidance on hand washing, avoiding touching your face until your hands are clean and social distancing as described above.

### Pipe Installation

Wear PPE dust mask and gloves. Adhere to Government Guidance on hand washing, avoiding touching your face until your hands are clean and social distancing as described above.

### Jointing

One man to be in the excavation with other men 2m away provided support when needed. Adhere to Government Guidance on hand washing, avoiding touching your face until your hands are clean and social distancing as described above.

### Signing and Guarding

Keep apart 2 metres when setting up signing and guarding. If 2 man lifts are required with signing and guarding ensure this is kept to a minimum of 15 minutes, wear gloves and FFP3 dust mask for the duration of the task. If using traffic controlling equipment assign one member of the

# Aptus Alert

**Document Ref :** AU/TBT/50  
**Issue no:** 2  
**Issue Date :** 24/04/2020  
**Originated By :** Hayley Barker  
**Approved By:** Lisa Kerford  
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team to operate for the duration of the day, at the end of work and upon commencement wipe down all touch points, keypads et al, present on traffic controlling equipment. Be aware when creating a footpath for pedestrians that you ensure that a 2 metre distance is implemented between you/your work area and the marked footpath so as to maintain social distancing measures. If signing and guarding is to be moved wear gloves and ensure you wash your hands for 20 seconds using soap and water before and after the task.

## **Signing in and out of site**

Adhere to site protocol. Keep 2 metres apart from any other person. Be aware of signage which instructs you of where to go, including: standing behind barriers or markings on the floor - particularly whilst waiting for an area to be free of congestion so you can sign in.

## **Access to Welfare**

Stagger break times to ensure as minimal contact with other people. Adhere to Government guidance on hand washing, avoiding touching your face until your hands are clean and social distancing as described above.

## **Any activity where social distancing is likely to be compromised**

In this instance the activity is to be planned so that the time taken to execute the task is the shortest it can practicably be; this includes some two-man lifting activities and some welding techniques. PPE must be worn at all times, including gloves and dust mask. Do not touch your face at any time. Post-activity you must remove your gloves and wash your hands (as described above), then once your hands are clean remove your dust mask. Used PPE (dust mask and gloves) for these activities is to be discarded afterwards and placed in a suitable receptacle; replace with new.

**If you have any queries in respect of the above please contact your supervisor.**