

## Construction Leadership Council Site Operating Procedures (SOP) – COVID-19

### The Landmark Trust SOP Project Arrangements: For All Landmark Staff, Contractors & Consultants

SOP PROCEDURE	PROJECT ARRANGEMENTS
<p><b>Information on Symptoms</b></p>	<p>COVID-19 is spread by droplets. This is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk of infection transmission increases the longer someone has close contact with an infected person. Respiratory secretions, from the coughs and sneezes of an infected person are most likely to be the main means of infection transmission.</p> <p>There are two routes by which COVID-19 can be spread:</p> <ul style="list-style-type: none"> <li>• Indirectly: by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose, or eyes.</li> <li>• Directly: from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.</li> </ul> <p><b>How long can the virus survive on environmental surfaces?</b></p> <p>This depends on a number of factors. For example the surface the virus is on; whether that surface is exposed to sunlight; environmental conditions such as temperature and humidity; and exposure of the surface to decontamination products e.g. detergents and disinfectants.</p> <p>Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. We know that similar viruses, are transferred to and by people’s hands and therefore frequent hand hygiene and regular decontamination of frequently touched environmental and equipment surfaces will help to reduce the risk of infection transmission.</p>
<p><b>If someone falls ill whilst at work, and</b></p>	<p>If a worker develops a high temperature or a persistent cough, or a loss of, or change in, their normal sense of taste or smell while at work, they should:</p>

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<b>working on a Landmark property?</b>	<ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ul> <p>They should seek a Coronavirus (Covid-19) test. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>
<b>Travel / Driving to Site</b>	<p>Wherever possible workers should travel to site alone using their own transport.</p> <p>Landmark properties are generally in rural locations therefore workers may have no option but to share transport:</p> <ul style="list-style-type: none"> <li>• Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>• Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>• The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> </ul> <p>It is unlikely there will be a First Aider on site. All Contractors therefore need to be self-sufficient in the event of their direct employees falling ill, and avoid sharing vehicles if possible.</p>
<b>Site Access – 2m social distancing / contractor management</b>	<p>All Contractors will be allocated an agreed date for accessing the property and undertaking the works.</p> <p>This will provide staggered start and finish times and eliminate risk of overlap with other Contractors and Landmark staff.</p>

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	<p>Where there is a necessary and unavoidable overlap between Contractors and Others (e.g. Landmark Staff / Guests) in which more than One Contractor will be working within the building and/or alongside Landmark Staff, the project arrangements will be detailed in a site-specific Risk Assessment &amp; Method Statement. This document will be completed and issued at the discretion of the Regional Surveyor.</p> <p>This will detail any further arrangement such as one-way systems, provision of signage, hand-washing facilities, face coverings and surface cleaning regimes, and will detail requirements for site inductions and site deliveries.</p>
<b>Site Access – non-essential visitors</b>	Landmark will ensure there will be no non-essential visitors to the property.
<b>Hand Washing</b>	<p>Landmark property may have soap and water facilities available however this cannot be relied upon as standard practice: all contractors to be self-sufficient.</p> <p>All Contractors to have their own supply of alcohol-based hand sanitiser.</p> <p>All Contractors to clean hands before entering a Landmark property.</p> <p>All Contractors to clean down any contact surfaces (keys; door handles; light switches etc) on completion of their work task(s) using alcohol-based sanitiser to eliminate 72hr surface contact transmission.</p> <p>All Contractors to wear face coverings whilst working in a Landmark with Landmark staff (HK's) or other contractors.</p> <p>All Contractors to dispose of any waste (including wipes) and remove from site.</p>
<b>Toilet Facilities</b>	<p>Contractors may use the toilet facilities on the condition that;</p> <ul style="list-style-type: none"> <li>• <u>Facility</u>: only one toilet or bathroom is used. Note, to be designated by HK if present.</li> <li>• <u>Cleaning regime</u>: all common touch surfaces are thoroughly cleaned using alcohol-based sanitiser after each and every use (door handles, locks; toilet flush); Contractor to supply sanitiser</li> <li>• <u>Hand cleaning</u>: all Contractors wash hands before and after using the toilet facilities; Contractor may use Landmark soap and water <i>if available</i>.</li> </ul>

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<b>Canteens and Eating Arrangements</b>	There are no canteen facilities provided at Landmark properties.
<b>Changing facilities, showers, drying rooms</b>	There are no welfare facilities provided at Landmark properties.
<b>Cleaning regime</b>	<p>All Contractors to clean down any contact surfaces (keys; door handles; light switches etc.) on completion of their work task(s) using alcohol-based sanitiser to eliminate 72hr surface contact transmission.</p> <p>Common contact / touch points include:</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Toilet flush and seats</li> <li>• Door handles and push plates</li> <li>• Hand rails on staircases and corridors</li> </ul> <p>All Contractors to dispose of their rubbish, including any hand towels / wipes or and safely remove from the property. Landmark bins are <b>NOT</b> to be used.</p>
<b>General Notes</b>	<p><b>As Landmark Trust is a UK-wide organisation, we have adopted the stricter 2m social distancing measures as a standard policy.</b></p> <p><b>This document does not abrogate or supersede the Contractor’s Risk Assessment procedure. The Contractor remains responsible for their H&amp;S whilst working on Landmark sites.</b></p> <p><b>Landmark Trust staff are able to refuse entry to any Contractor that attends site without undertaking / implementing the necessary precautions outlined above. Landmark Trust will not be held responsible for loss of earnings caused by non-compliance.</b></p>