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Frame Homes & Perran Trusses Operating Procedures & COVID-19 - Version 3 dated 03/08/20

PROTECTING OUR WORKFORCE

ISSUE:V3 - 03/08/20

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Statement

At Frame Homes we have during the past 5 months been committed to fulfilling our duty of care to protect the health, safety and welfare of our employees during this pandemic and will continue to do so for as long as it takes.

We will keep our employees as up to date as we can with all current World Health Organisation and UK government guidance where they impact upon our working activities.

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We recognise that this is a unique situation and may cause some level of stress and anxiety. We will therefore look to provide information, guidance and instruction to support our employees' wellbeing as much as we can during such times.

If staff have any concerns or questions regarding the policy, they should report it to management/supervisors to discuss and review the situation.

Staff should be aware that a failure to comply with the 'Frame Homes Operating Procedures & Covid-19' policy, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action being taken.

Introduction

Any manufacturing facility operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures in line with the Government's recommendations on social distancing.

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

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

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

Frame Homes should remind the workforce at every opportunity of the companies Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a company is not consistently implementing the measures set out below, it may be required to shut down.

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Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or pregnant)
- Is living with someone in self-isolation or a vulnerable person.
- If showing virus symptoms, or is within 14 days of the 1st member of household to show symptoms

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- 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.
- Employees must call supervisor if needing to stay at home

They **must** then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Work

Whenever possible workers should travel to work alone using their own transport and whenever possible avoid public transport, consideration should be given to:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling & walking

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SYMPTOMS CHART

CORONAVIRUS, FLU, COLD?
As the number of coronavirus cases rise, some key differences set coronavirus apart from the seasonal flu and the common cold — mainly the intensity of the symptoms and the recovery period. A guide at identifying the differences in the three conditions. All three, however, are spread by air-borne respiratory droplets and contaminated surfaces

CORONAVIRUS	SEASONAL FLU	COMMON COLD
Onset: Sudden	Onset: Abrupt	Onset: Gradual
Symptoms <ul style="list-style-type: none"> • Fever • Dry cough • Muscle ache • Fatigue 	Symptoms <ul style="list-style-type: none"> • Fever • Dry cough • Muscle ache • Headache • Sore throat • Runny or stuffy nose 	Symptoms <ul style="list-style-type: none"> • Runny or stuffy nose • Sneezing • Sore throat
Less common symptoms <ul style="list-style-type: none"> • Headache • Coughing up blood (haemoptysis) • Diarrhoea 	Less common symptoms <ul style="list-style-type: none"> • Fatigue • Diarrhoea • Vomiting 	Less common symptoms <ul style="list-style-type: none"> • Low grade fever • Muscle or body ache • Headache • Fatigue
WHAT THIS MEANS If you have a stuffy/runny nose or are sneezing, you likely DO NOT have coronavirus		
Incubation: 1-14 days , may go up to 24 days	Incubation: 1-4 days	Incubation: 2-3 days
Complications: 5% cases (acute pneumonia, respiratory failure, septic shock, multiple organ failure)	Complications: 1% cases (including pneumonia)	Complications: Extremely rare
Recovery: 2 weeks (mild cases); 2-6 weeks (severe cases)	Recovery: 1 week (mild cases); 2 weeks (severe cases)	Recovery: 1 week for most cases; may last as long as 10 days
Treatment or vaccine No vaccines or anti-viral drugs available; only symptoms can be treated	Treatment/vaccine An annual seasonal flu vaccine is available	Treatment/vaccine No treatment, but doctors advise treating symptoms

SEVEN KINDS OF CORONA
Seven strains of coronavirus (CoV) that infect humans have been identified. These cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV)

Harmless

- Serotype 229E
- Serotype OC43
- Serotype NL63
- Serotype HKU1

 These cause symptoms of the common cold, and rarely cause severe pneumonia

Dangerous
These are known to cause more severe disease. These are:
 1. **Sars-CoV** which causes severe acute respiratory syndrome (Sars)
 2. **Mers-CoV** was that causes Middle East respiratory syndrome (Mers)
 3. **Sars-CoV2** that causes coronavirus disease (Covid-19)

The unknowns of Sars-CoV2
 Sars-CoV2 is closely related (with 88% identity) to two bat-derived Sars-like coronaviruses (Bat-SL-CoV-ZC45 and bat-SL-CoVZC22). It has 79% genetic affinity with Sars-CoV; 50% with Mers-CoV
 On smooth surfaces such as tables, phones etc. Sars-CoV retains its viability for 5 days at 22-25°C and relative humidity of 40-50%, which is typical for air-conditioned rooms. Though this may vary for Sars-CoV2, experts say this is a good indicator for its behaviour
 The Sars-CoV2 receptor-binding domain structure, which allows a virus to latch on to and enter a cell, is similar to Sars-CoV, despite amino acid variation at some key residues. Little is known about Sars-CoV2, studies on Sars-CoV provide clues to its behaviour and ability to infect

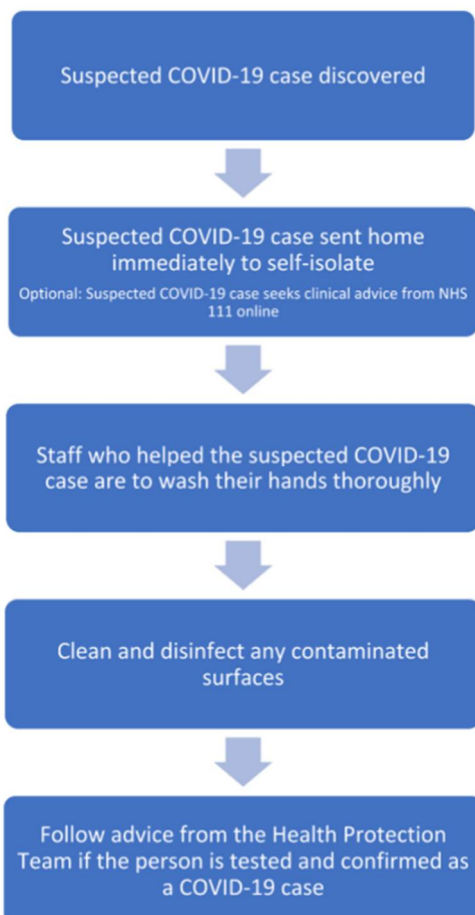
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All standard fire rules are to be maintained and Fire Marshals will direct proceedings as normal.

EMERGENCY ACTION PLAN



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- Vehicles should be regularly cleaned with particular emphasis on sanitising surfaces that may be touched during a journey.
- How someone taken ill would get home.
- Staggered start and finish times as more employees return to work.
- Social distancing signs installed at entrances and within car park areas.
- Essential worker letter issued to all relevant employees
- Employee to carry essential worker letter when travelling to and from work

Site Access Points

- Stop all non-essential visitors
- Social distancing signs installed at all entrances & strategic areas within the premises.
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing - there will be a need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
- 2m social distancing floor markers installed at site entrances.
- Social distancing signs installed at all entrances and gates.
- Social distancing signs to be installed at fire points and safe marshalling areas.
- Sanitize hands **before and after** using fingerprint scanners (clocking in system)
- Require all workers to wash or clean their hands before entering or leaving the site

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- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- "How to wash hands" signs installed at all sinks & hand washing stations
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

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- Hand rails on staircases, push plates to doors in corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone 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.

Office Cleaning.. It is the responsibility of each individual to clean and sanitize their personal space, desk, keyboards, mouse, screen & telephones etc each day and periodically as felt necessary, daily cleaning will be provided to floors and general areas.

First Aid Kits

In addition to the regular equipment included in first aid kits the following will be supplied and should be used by a first aider in all cases:

- Safety Glasses
- Safety Masks
- Plastic Gloves

Fire Assembly

In the event of fire or a fire drill the assemble point will temporarily be extended to the bottom of the carpark by the gate to enable social distancing.

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Site Visits /Contracts Managers

- Site meetings should only be had if absolutely necessary.
- Minimal participants should attend.
- Attendees should be two metres apart from each other
- Contracts managers to have disinfectant cleaning fluid, paper towel and hand sanitizer in their vehicles at all times, vehicles should be regularly sanitized and hand sanitizer applied before and after accessing any site or property.
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Surfaces should be thoroughly cleaned before and after use.
- Consider holding meetings in open areas where possible.
- Consider having meetings using technology such as Microsoft Teams and negate personal contact.

Cleaning

- The company will provide extra cleaning personnel and enhance/increase all cleaning arrangements.
- A collaborative approach to cleaning is to be encouraged as each employee has a responsibility to think outside the box and create a sanitized hygienic environment for all.
- Enhanced cleaning procedures should be in place across the entire company, particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates

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Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (we will endeavour to monitor this)
- Wash hands **before and after** using the facilities
- "How to wash hands" signs installed at all sinks & hand washing stations
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Portable toilets are provided at the Perran Trusses factory as a temporary measure only, they are to reduce the movement of personnel and will be cleaned and checked twice daily from Perran supervisors to ensure the maximum hygiene possible. (an external company empty the portable toilets weekly)
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- The company will provide extra cleaning personnel and enhance/increase all cleaning arrangements.

Canteens and Eating Arrangements

Cafés and restaurants have been closed across the UK and under the same restriction's canteens cannot operate as normal.

During this period of restrictions outside caterers will be subject to restrictions and a strict 2m rule must apply to reduce the potential of cross contamination.

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Whilst there is a requirement for the company to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered and minimise the use of local shops.

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- We would encourage individuals to sit in their cars during breaks to help with social distancing measures.
- Break times will be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by workers when **entering and leaving** the area.
- The workforce will be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers will sit 2 metres apart from each other whilst eating and avoid all contact
- Crockery, eating utensils, cups etc. **will not** be used (and should be removed from the canteen area)
- Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use and employees are required to keep clean during use.

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- Private truss deliveries (handball) to be unloaded with driver and ONE person, driver to safely arrange load ready for unloading and the keep a safe distance from clients representative, to maintain social distancing.

Goods in/Material Deliveries

- Once arriving on site drivers to abide by specific instructions given and be made aware of social distancing rules.
- Suppliers office to be made aware to issue all documentation electronically.
- Social distancing signs installed at entrances and all goods in locations.
- Any processes requiring more than one person due to Health & Safety would require the risk to be assessed for additional appropriate PPE.
- Any shared plant should be disinfected before and after use.

Meetings

- Only have if absolutely necessary.
- Minimal participants should attend.
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Surfaces should be thoroughly cleaned **before and after use**.
- Consider holding meetings in open areas where possible.
- Consider having meetings using technology such as Microsoft Teams and negate personal contact.

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and additional barriers placed 2m back to provide space and negate the possibility of staff coming face to face on the narrow pathway.

- Only 2 members of staff to be in the stores at any one time.
- Forklift drivers to use to ONE specific truck and movement between vehicles to be avoided.
- Forklift drivers to clean and sanitise the cab of vehicles before and after and at regular intervals during use each day.
- Each driver to be issued with hand sanitiser for use throughout the day.

Delivery/Transport Principles (Unloading)

- Lorry drivers to clean and sanitise the cab of vehicles before and regular intervals during and after use each day.
- Once arriving on site drivers to abide by specific instructions/guidelines issued by the client/developer.
- Drivers to exit truck and release straps and then retreat a safe distance to maintain social distancing while at the same time observing HSE guidelines and managing the offloading of his/her vehicle, whenever possible erectors and banksman/crane company to provide assistance with unloading.
- Once unloaded drivers to secure bearers and vehicle ready for leaving after unloading team/erectors have left immediate vicinity in order to comply with social distancing.

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- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines.
- Increase and enhance the general cleaning protocol.
- "How to wash hands" signs installed at all sinks & hand washing stations

Changing Facilities & Locker Room

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Based on the size of the facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding Close Working & Factory Processes

Any situations where it could be deemed not possible or safe for workers to distance themselves from each other by 2 metres should be addressed and alternative measures considered this will involve both parties wearing masks, no action should be ignored and deemed as being '*well that's how we always do it*', things must change and be made safe.

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General Principles

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Based on the size of the facility, determine how many people can use it at any one time to maintain a distance of two metres.
- Non-essential physical work that requires close contact between workers **should not** be carried out.
- Plan all work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- No staff to enter any of the offices without permission from office manager.
- When new PPE is needed, operatives must ask their supervisors who will collect it for them.
- Only one factory supervisor at a time allowed to enter the production office.
- Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators.
- "How to wash hands" signs installed at all sinks & hand washing stations

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Specific Factory Principles.

- All work stations to be arranged a minimum of 2m apart.
- 2m markers to be introduced to walkways.
- Material movement routes & locations layout reviewed to maintain 2m social distancing
- Shared equipment & tooling disinfected before and after each user
- disinfectant & cleaning materials provided.
- Supervisors to ensure sufficient tooling available.
- Maintenance to keep on top of maintaining tooling to ensure the quantity is available.
- Staggered working measures may be introduced whereby workload will depict what areas of the factory are open at any one time, thereby reducing employee numbers in the factory and promoting social distancing.
- Management/Supervisory staff to ensure each employee has a task within their own area and no cross over is required, a daily review will be required to ensure this remains workable.
- A regular cleaning protocol to be established at each work station.
- Adequate First Aid resources to be maintained and each first aider to ensure full PPE is available.

Specific Yard Principles

- In order to aid social distancing, anyone walking up the pathway around the side of the building has right of way and anyone walking down should move to one side, the current barriers are to be temporarily removed