

# COVID-19 Plan to Avoid Close Working

## Maintain a 2m working distance



If you cannot, assess the activity using the hierarchy of controls below and against any sector-specific guidance.

### Eliminate

- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace:
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)
- Avoid skin to skin and face to face contact
- Stairs should be used in preference to lifts or hoists and consider one ways systems
- Consider alternative or additional mechanical aids to reduce worker interface

#### Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be at least two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible

### Reduce

Where the social distancing measures (2 metres) cannot be applied:

- Minimise the frequency and time workers are within 2 metres of each other
- Minimise the number of workers involved in these tasks
- Workers should work side by side, or facing away from each other, rather than face to face
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment

### Isolate

Keep groups of workers that have to work within 2 metres:

- Together in teams e.g. (do not change workers within teams)
- As small as possible
- Away from other

### Control

Where face to face working is essential to carry out a task when working within 2 metres:

- Keep this to 15 minutes or less where possible
- Consider introducing an enhanced authorisation process for these activities
- Provide additional supervision to monitor and manage compliance

### PPE

Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

- Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy
- 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
- Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.

### Behaviours

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.