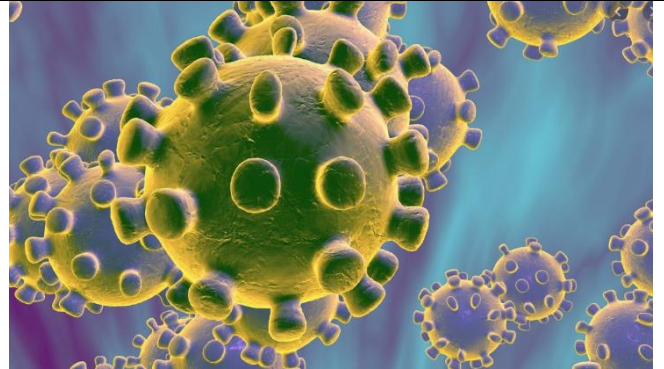


Information about the virus

As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected. There have been many thousands of cases around the world from mild flu like symptoms to severe breathing difficulties and temperature and death



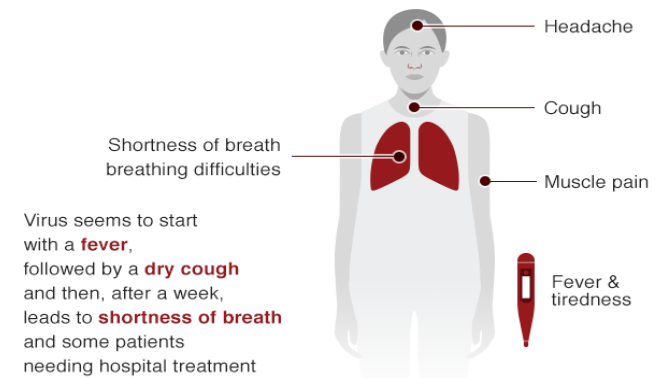
Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever
- death

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Symptoms of coronavirus (Covid-19)



How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 meters) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)
- There is currently little evidence that people who are without symptoms are infectious to others.



Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Current UK Government Advice dated 23 Mar 2020 is to:

- Stay at Home - Only go outside for food, health reasons or work (Where necessary and cannot be done from home)
- Stay 2m away from other people
- Maintain proper levels of personal hygiene (wash your hands often)
- Self-isolate if you or your family have any signs of symptoms (Follow the latest guidance on the NHS and Public Health England Websites)
- The Government have also closed non-essential shops and community spaces and stopped all gatherings of more than two people in public
- Every citizen must comply with these new measures. The relevant authorities, including the police, will be given the powers to enforce them - including through fines and dispersing gatherings.
- These measures are effective immediately. The Government will look again at these measures in three weeks and relax them if the evidence shows this is possible.
- Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:
 - cover your mouth and nose with a tissue (not your hands) when you cough or sneeze.
 - put used tissues in the bin straight away
 - wash your hands properly with soap and water often - use hand sanitiser gel if soap and water are not available
 - avoid any close contact with people who are unwell
 - clean and disinfect frequently touched objects and surfaces
 - do not touch your eyes, nose or mouth if your hands are not clean
 - If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.
 - Further information is available on the [PHE blog](#) and [NHS.UK](#).

Prevention is better because there's no cure

Coronavirus typically affects respiratory tract of mammals, including humans. Associated with common cold, pneumonia and severe acute respiratory syndrome

571 cases (17 deaths) as on Jan 22 in China **4** cases in Thailand **1** each in South Korea, Japan, Taiwan and the US

All patients had history of travel to China

SYMPTOMS



Coronaviruses mostly spread from an infected person to others through

HOW IT SPREADS Air, by coughing and sneezing	Close personal contact , such as touching or shaking hands	Touching one's mouth, nose, or eyes after touching an object or surface with the virus on it
--------------------------------------------------------	-------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------

PREVENTION AND TREATMENT



There is no vaccine for the new virus. However, symptoms can be treated

Reduce risk of coronavirus infection

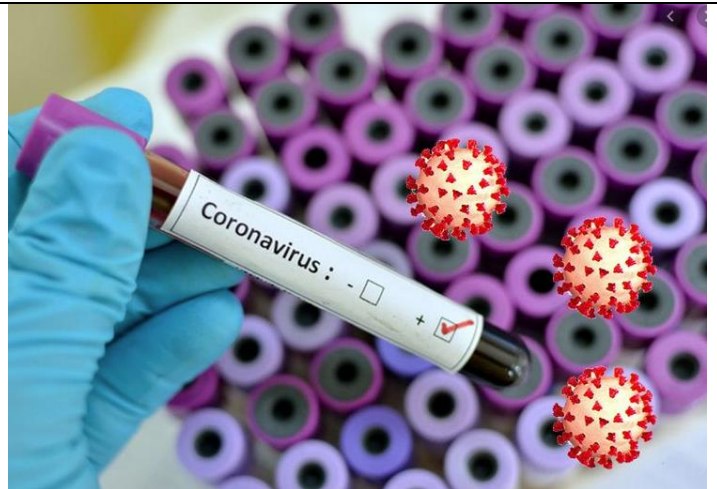


How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

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 by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.



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

- If the person has not been to specified areas in the last 14 days, then normal practice should continue.
- If someone becomes unwell in the workplace the unwell person should be removed to an area which is at least 2 meters 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. If possible, the individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency and explain and outline their current symptoms. If they are too unwell to call 111 or 999 then the first aider or the responsible person is to make the call
- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 meters 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 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.
- Staff that are unwell that are not taken to hospital must go home and self isolate for 14 days
- The area the person was placed in must be cleaned and disinfected



Reduce your risk of coronavirus infection:



Clean hands with soap and water or alcohol-based hand rub

Cover nose and mouth when coughing and sneezing with tissue or flexed elbow



Avoid close contact with anyone with cold or flu-like symptoms

Thoroughly cook meat and eggs



Avoid unprotected contact with live wild or farm animals



World Health Organization



Tool Box Talk – Corona Virus - COVID-19

Advice Taken from Public Health England (PHE) and NHS Websites on the 04/03/20
TBT I197

If Frosts return to work on construction sites during the Pandemic follow Frosts Work Instruction WI-28 and Frosts Risk Assessment RAI147

Work Activities: - 2m Social Distance:

- Contracts Managers and Supervisors **must** ensure that when we do return to work, staff are only carrying out tasks where a minimum of 2m Social Distancing can be maintained. Any tasks where this distance cannot be maintained must not be carried out and are to be put on hold until the Covid 19 outbreak is entirely over.
- Where staff cannot maintain this 2m social distance to carry out a task they are to try to find a suitable and safe alternative to doing the work while preserving the 2m Social Distancing even if the process is slower than standard practices. If this cannot be done safely put a hold on that task until the Covid 19 outbreak is entirely over.

Travel to Site

- The best way to travel to site is in a Company Van on your own or in your car on your own (Frosts will re-imburse local staff traveling to local sites in their vehicle at £00.25p per mile if you complete the standard mileage application form and submit it to accounts). Staff are to liaise with the Operations Manager for vehicle allocations. Wherever possible we will try to maintain a 1 man 1 van principle of operations, however if operationally necessary two people can travel in the minibus, 1 in the front and 1 in the rear diagonally opposite the driver so that the 2m social distance is maintained. Two people can travel in the 6 seater crew cabs 1 in the front and 1 in the rear diagonally opposite the driver although it must be noted that the 2m Social Distance is not maintained as the distance is actually 1.5m. Staff traveling together in vans must keep the window open to improve ventilation
- On arrival to site wash your hands
- When travelling to the site, do not travel in a car share as this negates the 2metre Social Distancing guidance.
- Wherever possible London staff are to avoid travel by public transport such as tubes, trains and buses as they remain busy. Should you have to use public transport try as much as possible to comply with the 2-metre Social Distancing guidance and make sure, you wash your hands as soon as possible after getting off the transport. London staff should try to find alternative means of going to site such as walking, cycling or a London taxi with driver separation screen
- Note - Currently most London based construction sites are not allowing people that have travelled to site on public transport access to the site so it is imperative that you check with the site Contracts Manager what rules they are applying before you go to site
- Teams that travel together should work together. Frosts Contracts Managers will try not to mix teams

Site T Breaks

- To ensure 2m social distances are maintained staff are to stagger their breaks so that only one person is on break at any one time
- Personnel are not to sit in vans or canteens or welfare facilities in a group while having their break
- Staff should bring packed lunch and your own hot or cold drinks to site and are to avoid going to local shops and garages for food and provisions
- Rest areas, tables, etc. must be wiped down using antibacterial wipes by each person that has used the facility before the next person uses it
- Try to avoid any busy site canteens; however, it is imperative that these facilities are controlled by the Principle Contractor who should be limiting the number of people in the canteen to a reduced number so that social distances of 2m can be maintained
- Contracts Managers and Principle Contractors **MUST** ensure that a high level of hygiene is maintained in all welfare areas and that regular cleaning regimes should be put in place within all these areas
- All bins in these areas are to have lids and are to have black bags inside the bins. Bins must be emptied daily, bags tied up and placed in the skips
- On small sites where Frosts have a portable Garic type welfare unit in place Contracts Managers must personally check that is being kept clean, that there is hot and cold running water, hand sanitizer, paper towel, that areas and surface are being cleaned and disinfected daily and that the bins are emptied daily. In addition, they are to ensure that only one person is using it at a time. If necessary, Contracts Managers are to order an additional welfare unit if required



Tool Box Talk – Corona Virus - COVID-19
 Advice Taken from Public Health England (PHE) and NHS Websites on the 04/03/20
TBT I197

Site Toilets

- Staff must make every effort to keep the toilet areas clean in our portable welfare units when they are using them and to place paper towels in the bins provided
- Staff are to ensure they wash their hands having used the facilities and that only one person uses them at a time
- Frost Contracts Managers must ensure that portable welfare unit toilets are supplied with soap, hand towels, hand sanitiser and bins with lids and that they are regularly cleaned and disinfected and that the bins are emptied daily
- Where Frosts are not PC the Principle Contractor must put similar arrangements in place to maintain a high level of hygiene in site toilets and to ensure that staff using them can maintain a 2m social distance

Rubbish

- Rubbish collection on site should increase, and bins provided in welfare facilities should have lids and a black bag inside. Bins are to be emptied regularly throughout and at the end of each day. All rubbish should be disposed of in the black sacks which should be tied up and placed in skips.

Meetings:

- Do not organise any site face to face meetings unless absolutely necessary. Organise and participate in meetings using alternative technology such as Zoom, WhatsApp or Microsoft Teams
- Try to minimise face to face client communication by encouraging them to phone you or email you rather than face to face chats

Visitors

- We fully discourage visitors to our sites and our offices during this crisis, unless the visit is absolutely crucial. We advise all meetings to take place via conference call, Zoom, Microsoft Teams, or similar avenue.
- If someone must visit the site or our offices, please ask them to fill out the questionnaire in Frost Work Instruction WI-28 when they arrive. If it is a prearranged visit send the questionnaire to them by email
- If their answers to the 3 questions are “No” then the visit may proceed if it is absolutely necessary
- If they answer ‘Yes’ to one or more of the questions, then in line with the precautionary measures we have in place, please make alternative meeting arrangements via Skype Zoom, Microsoft Teams with your guest, or postpone the meeting until a 14-day period has elapsed.
- **For clarity, a visitor does not include site deliveries.**

Go Home:

- Remember, if you feel unwell or have any of the symptoms previously described, inform your Manager or Supervisor and then go home. Do not endanger your colleagues and other contractors or Clients by reporting to work or staying at work if you are unwell.

I Certify I have received the above Training for Coronavirus COVID-19 - TBT I197

Date	Name of person receiving training	Signature	Trainers Name	Signature



Tool Box Talk – Corona Virus - COVID-19
 Advice Taken from Public Health England (PHE) and NHS Websites on the 04/03/20
TBT I197

I Certify I have received the above Training for Coronavirus COVID-19 - TBT I197

Date	Name of person receiving training	Signature	Trainers Name	Signature