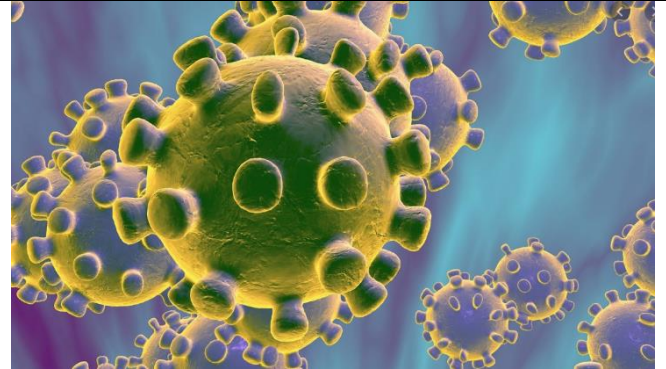


### Information about the virus

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 death

Note - In Dec 2020 the Virus has slightly mutated in the UK and is more contagious than the previous strain



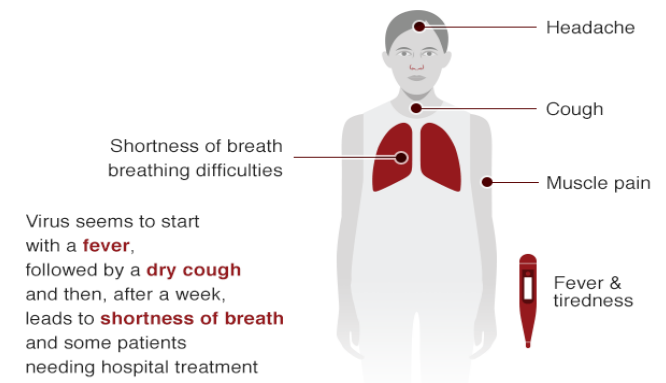
### Signs and symptoms of COVID-19

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

- cough
- loss of taste
- difficulty in breathing
- fever and high temperature
- death

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, those from a Black, Asian or Minority Ethnic Background, and those with long-term conditions like diabetes, high BMI, 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 your own face)



### Preventing spread of infection

- The best way to prevent infection is to avoid being exposed to the virus, maintain a social distance of 2m and wash / sanitize your hands.
- In the early part of 2020, there was no vaccine against COVID-19.
- In late 2020 a vaccine has been developed and a rolling program of inoculation starting with those most at risk started in Dec 20

### Current UK Government Advice:

- observe the latest guidance on the GOV.UK, NHS and PHE Websites
- Stay 2m away from other people or 1m apart with additional controls & whilst wearing face coverings
- Wear a face covering in enclosed spaces such as shops and public transport
- Maintain proper levels of personal hygiene (wash/sanitize 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)
- Observe the latest guidance on “Support Bubbles”
- Observe any local restriction zones and lockdowns
- Observe self-isolation requirements “where required” when returning from overseas travel
- Every citizen must comply with these new measures. The relevant authorities, including the Police, have been given the powers to enforce them - including through fines and dispersing gatherings.
- Public Health England (PHE) recommends that the following COVID-19 precautions are taken to help prevent people from catching and spreading:
  - 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 from Gov.UK, PHE and the NHS.

### **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



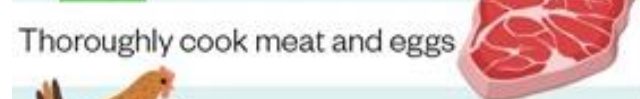
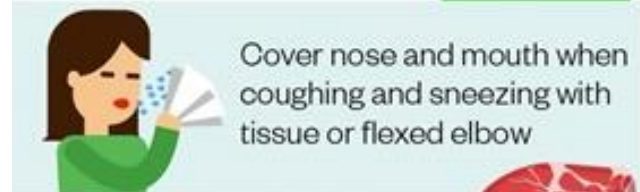
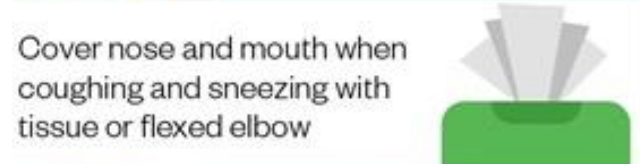
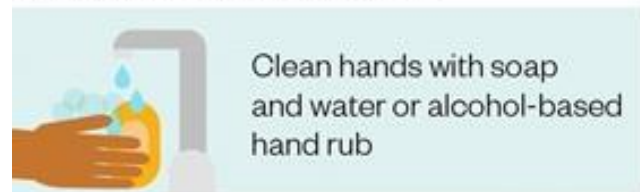
**HOW IT SPREADS** Coronaviruses mostly spread from an infected person to others through  
**Air**, by coughing and sneezing    **Close personal contact**, such as touching or shaking hands    **Touching one's mouth, nose, or eyes** after touching an object or surface with the virus on it

#### PREVENTION AND TREATMENT



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

### **Reduce risk of coronavirus infection**

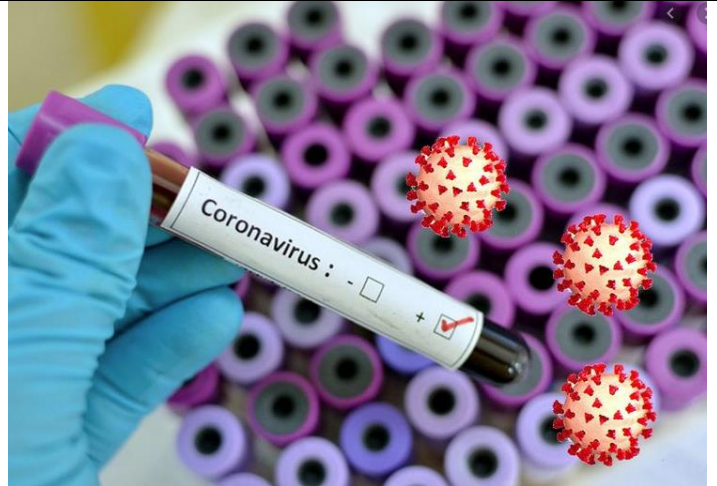


**How long the virus can survive**

How long any respiratory virus survives will depend on several 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 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
- The area the person was placed in must be cleaned and disinfected once they have left the area
- Report the incident to Frosts SHEQ Team



**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



## Toolbox Talk – Corona Virus - COVID-19

Advice Taken from Gov.UK, Public Health England (PHE) and NHS Websites  
TBT I197 – Rev J - Updated Jan21

### Work Activities: - 2m Social Distance:

- Contracts Managers and Supervisors **must** ensure that staff are only carrying out tasks where a minimum of 2m Social Distancing can be maintained. 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. If absolutely necessary (operational necessity, contract critical) the safe distance for a specific task can be reduced to 1m however the task must be done by the same cohort team that travel and work together, the task must be in a well ventilated area with staff working side on rather than facing each other and regular breaks to wash hands must be implemented. If staff have to face each other whilst working 1m apart then face coverings are to be worn whilst carry out that specific task

### 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-inburse local staff travelling 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, as this is not always practicable or sustainable two people can travel in the 3-seater vans as a working cohort / team and a maximum of 4 people can travel in the 6-seater vans as a working cohort / team . Staff traveling together in vans should keep the window slightly open and sterilise the van regularly using the Dettol Spray Provided. On arrival to site wash your hands
- Wherever possible staff working in London are to avoid travel by public transport such as tubes, trains and buses as they remain a higher risk. 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. Remember whenever on public transport you must wear a face mask. If possible, 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 - Some London based construction sites are still 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
- Frosts Operations and Contracts Managers must make every effort and try not to mix up cohort / teams and keep the same teams that travel together working together

### Site T Breaks

- To ensure 2m social distances are maintained staff are to stagger their breaks so that only one person or one cohort / team are on break at any one time
- Personnel are not to sit in vans or canteens or welfare facilities in a group other than their cohort team 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/spray by each person/ team or the cleaner 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 our site welfare areas and that regular cleaning regimes are 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, soap, 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 or a cohort team are using it at a time. If necessary, Contracts Managers are to order an additional welfare units if required



## Toolbox Talk – Corona Virus - COVID-19

Advice Taken from Gov.UK, Public Health England (PHE) and NHS Websites  
TBT I197 – Rev J - Updated Jan21

### Tools & Machinery

- Try not to share tools between Cohort Teams - If this is necessary sanitize them before exchanging and use
- Try not to share plant between operators - If this is necessary sanitize the plant before exchanging and use

### 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 or have any sign or symptoms of Covid 19.

### Testing

- If you do have any signs or symptoms of Covid 19, stay at home and book yourself in for a test - Let FLC know the results of your test

### Track & Trace

- Contracts Managers must ensure they maintain an up to date site register of all site contractors and visitors (Name, Address, Telephone Number) in case there is an outbreak on site and people need to be contacted by “Track & Trace”. The register must be kept as a rolling register for a minimum of 3 weeks
- **CONTRACTS MANAGERS MUST ENSURE COPIES OF EACH OF THEIR SITES COMPLETED TRACK & TRACE REGISTERS ARE RETURNED TO THE SHEQ ADMIN TEAM EVERY MONDAY - WITHOUT FAIL**

Further Guidance is also detailed in Frosts Work Instruction WI-28 and Frosts Risk Assessment RAI147

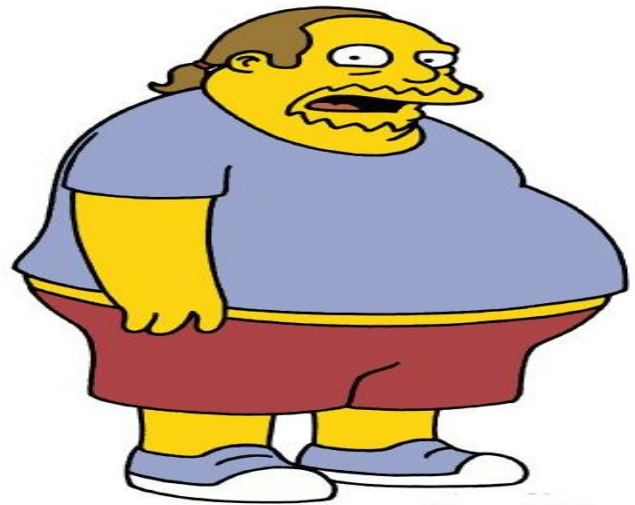
**SPOC**

- Frosts Single Point of Contact (SPOC) for all COVID Issues is F Perry.
- Tel 07525905812 or 01908286197
- Please inform him if you have any Covid 19 concerns, issues symptoms or have a Covid test result even if it is negative



**High Risk Workers**

- Higher Risk Groups must ensure that they follow all government guidance and FLC guidance in this TBT, Risk Assessment RAI147 and Work Instruction WI-28
- The Operations Manager and Contracts Managers shall consider the Higher Risk Groups/staff when allocating tasks, sites and Cohort Teams and try to keep these staff away from particularly busy sites and tasks where a 2m social distance cannot be maintained
- Higher Risk Groups include:
  - Those personnel with a pre-existing medical condition that have been notified as being vulnerable
  - Older Males
  - Smokers
  - Those that have a high Body Mass Index (BMI)
  - A Health Condition such as diabetes
  - Are from Black, Asian or a Minority Ethnic Background



**ARE YOU A HIGHER RISK WORKER**

**Liscombe Central Office Controls**

- Follow the general precautions within this TBT
- During High Tier Restrictions landscaping staff should avoid entering the office as this is a separate cohort. Should landscaping staff need to enter the office they are to wear a mask
- Office staff should work from home where possible (This may not always be possible for key critical workers like the Estimating Team, Commercial Management, Ops Management and SHEQ)
- Do not congregate in the T Bar (Try to restrict use to no more than 2 staff at any one time)
- Sanitise hands regularly
- Do not have large internal meetings in the meeting room try to restrict the number to 4 (Max of 6 if absolutely necessary). Keep the window open during the meeting. Sanitise the room before and after the meeting
- Do not congregate near the photocopiers
- Try to time your use of the toilets so that you are not passing people in the corridor as this is a pinch point
- Put your cups, plate utensils in the dishwasher immediately after use - do not leave them for others to tidy up
- Try to keep your desk free from clutter so that the cleaner can keep desks sanitised
- Use the hand sanitiser provided regularly
- Try not to walk through the pinch point between desks, please walk around where possible
- Sanitise your own desk regularly
- Ensure all visitors and landscaping staff entering the office complete the Track & Trace so we have a register of who has been in the office in case we have an outbreak

