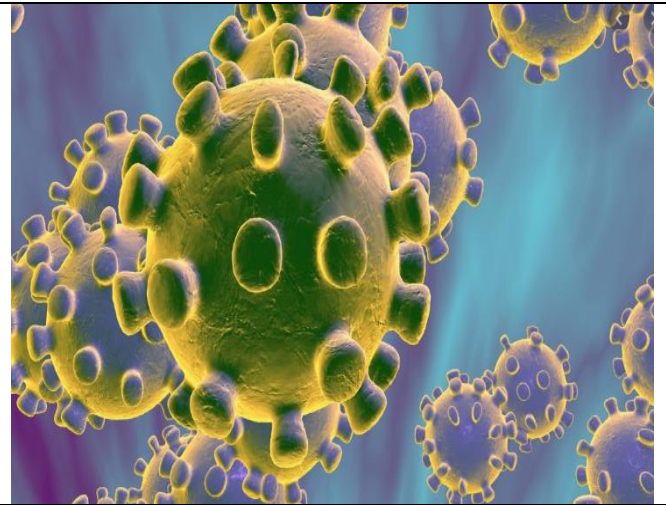


### Information about the virus

As a group, coronaviruses are common across the world. COVID-19 including Omicron and other variants are new strains 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.

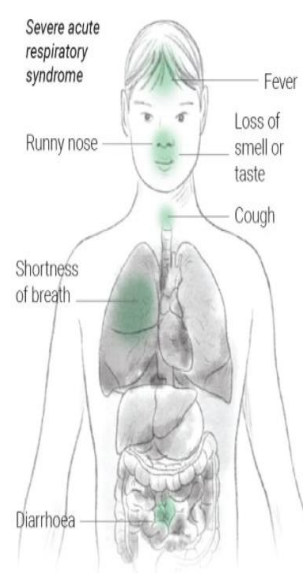


### Common signs and symptoms

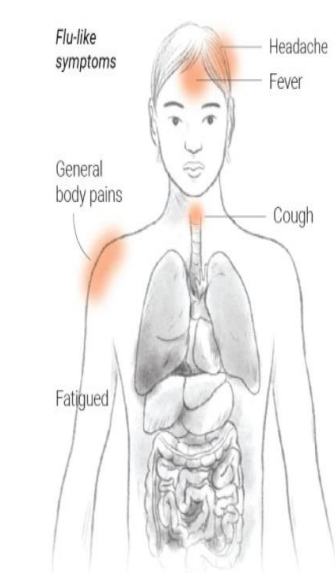
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

Generally, these infections can also cause more severe symptoms in people with weakened immune systems, older people, those from a Black, Asian or Minority Ethnic backgrounds, and those with long-term conditions like diabetes, high BMI, cancer and chronic lung disease.

**Covid-19 symptoms**



**Early observation of Omicron symptoms**



### How COVID-19 is spread

From what we know about other coronaviruses, spread of infection 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.

Infection can be spread by: -

- People who are within 2 meters of each other, and in a poorly ventilated environment - atomized infected particles can be inhaled by those in close contact
- Direct skin contact from an infected person or from infected surfaces and objects touched by someone with respiratory secretions on their hands eg when they have coughed or sneezed and not sanitized their hands

Data is collected from multiple sources that update at different times and may not always align. Some locations may not provide complete information.

#### England cases

Updated 5 Jan at 04:54 local

Confirmed	Deaths	Recovered
11,408,560	129,474	0

#### United Kingdom cases

Updated 5 Jan at 04:54 local

Confirmed	Deaths	Recovered
13,641,520	148,964	-
+406,119	+73	

[See breakdown](#)

#### Global cases

Updated 5 Jan at 04:54 local

Confirmed	Deaths	Recovered
290,146,835	5,443,578	-

## Preventing spread of infection

- The best way to prevent infection is to avoid being exposed to the virus, maintain a social distance 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 in Dec 20
- 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

## Current UK Government Advice:

- Observe the latest guidance on the GOV.UK, NHS and PHE Websites
- Get vaccinated (2 Jabs)
- Get your additional booster vaccination
- Although the 2m Social Distancing regime is no longer in force, it is recommended that a reasonable social distance is maintained wherever possible
- Wear a face covering in enclosed spaces such as shops and public transport
- 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 GOV.UK, NHS and PHE website on getting a PCR Test and self-isolation requirements)
- Observe any local restriction zones if they are in place
- Observe Lateral Flow testing, PCR testing and self-isolation requirements if you have any signs and symptoms of infection
- Observe testing and self-isolation requirements “where required” when returning from overseas
- 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.

## 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

<b>HOW IT SPREADS</b> Air, by coughing and sneezing	<b>Close personal contact</b> , such as touching or shaking hands	<b>Touching one's mouth, nose, or eyes</b> after touching an object or surface with the virus on it
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### PREVENTION AND TREATMENT



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

## Reduce risk of coronavirus infection



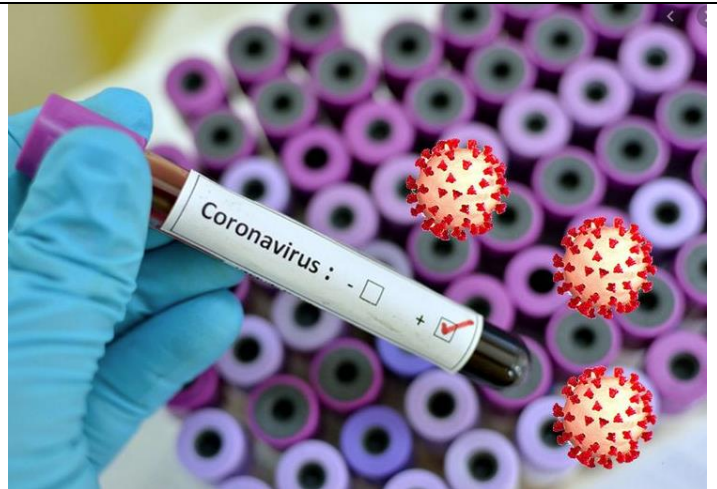


**How long the virus can survive**

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 infection**

- If someone becomes unwell in the workplace the unwell person should be removed to an area 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 away 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 K - Updated Jan22**

### **Work Activities: - Social Distance:**

- Whilst the 2m Social Distancing measures for Coronavirus, Covid-19 or Omicron are not currently in place it is considered best practice that a reasonable social distance is maintained between staff
- Frosts staff are to try and carry out tasks whilst maintaining a reasonable social distance. Where staff cannot maintain this social distance to carry out a task they are to try to find a suitable and safe alternative to doing the work while preserving a reasonable social distance even if the process is slower than standard practices.
- It is imperative that Operations/Contracts Managers make every effort to keep staff in the same cohort teams that travel together and work together to complete the task.
- Where possible staff are to work besides each other rather than facing each other. If work areas are not well-ventilated staff are advised to wear face coverings. Staff are to ensure that they wash their hand thoroughly before and after the task and disinfect commonly used tools and machinery before swapping users

### **Travel to Site**

- Staff are to liaise with the Operations Manager for vehicle allocations. Where possible Frosts will try to maintain a 1 man in 1 van principle of operations, however this is unlikely to prove practical and therefore Frosts will limit those staff traveling in vans to:
  - A maximum of Two men can travel in a 3-seater Van
  - A Maximum of 4 Men can travel in a 6-seater van
- Staff traveling together in vans must keep the window open to improve ventilation and Frosts recommend that staff traveling together in vans wear a face mask
- On arrival to site wash your hands
- Teams that travel together should work together wherever possible (Cohort).
- Cohort teams are to use the same vans and wherever possible Frosts Operations and Contracts Managers must try not to mix Cohort teams or vans
- Cohort Team Supervisors are to ensure that the van is kept clean and that its interior cab and controls are regularly sanitized by wiping down with hand wipes or spraying with disinfectant and wiping down with paper towel
- FLC shall provide Van Teams with petty cash to get the vans valeted each month

### **Breaks & Welfare Facilities**

- To ensure reasonable social distances are maintained staff are to stagger their breaks so that only one person or one cohort team is on break at a time
- Personnel are not to sit in vans or canteens or welfare facilities in a group other than in their cohort while having their break
- Staff should bring packed lunch and your own hot or cold drinks to site and avoid going to local shops and garages for food and provisions
- Supervisors and Managers are to ensure that rest areas, tables, etc. are wiped down using antibacterial wipes by each person/team that has used the facility before the next person/team uses it
- Try to avoid any busy site canteens; however, these facilities should be controlled by the Principal Contractor who should be limiting the number of people in the canteen to a reduced number so that social distances can be maintained
- Contracts Managers and Principal 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, 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 one cohort is using the facility at a time. If necessary, Contracts Managers must order additional welfare units on site if adequate Covid 19 distancing and segregation is not proving possible



## Toolbox Talk – Corona Virus - COVID-19

Advice Taken from Gov.UK, Public Health England (PHE) and NHS Websites  
TBT I197 – Rev K - Updated Jan22

### Tools & Machinery Use

- Cohort teams are to use the teams own hand tools held in their vans. Tools are not to be swapped between teams.
- If the swapping of hand tools is absolutely necessary, the tools are to be sanitized before they are swapped between teams
- Operations Manager, Contracts Managers and Machinery Operators will try to ensure that machinery is only used by the same operator. If a swap of operator is absolutely necessary between machines, the machine cab and controls are to be sanitized by the operator before they are swapped between teams

### Site Toilets

- Staff must play their part and 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
- Records of daily cleans are to be recorded
- Where Frosts are not PC the Principal 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 reasonable social distances from other users

### Rubbish

- Contracts Managers/Supervisors are to ensure that the frequency of rubbish collection/removal from welfare facilities is increased so that bins are to be emptied regularly throughout and at the end of each day. All rubbish should be disposed of into black sacks and tied up and placed in skips.

### Meetings:

- Contracts Managers and Supervisors should refrain from organising any site face to face meetings unless absolutely necessary. Contracts Managers and Supervisors should organise and participate in meetings using alternative technology such as Zoom, WhatsApp or Microsoft Teams
- Contracts Managers and Supervisors should try to minimise face to face client communication by encouraging them to phone you, email you, WhatsApp call you rather than having face to face chats
- Should meetings have to take place face to face, Contracts Managers and Supervisors should limit the number of participants, space the chairs, accordingly, ventilate the room, sanitize the room before and after the meeting and ensure staff wash hands before and after attending the meeting

### 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, pre-arrange the visit, carry out a lateral flow test and only come to the visit if the lateral flow test is negative. Personnel visiting Frosts Sites or Offices will be encouraged to wear a Face Mask
- **For clarity, a visitor does not include site delivery drivers who are dropping of or collecting materials outside.**



**Go Home:**

- Should staff feel unwell or have any of the symptoms previously described they are to inform Frosts SPOC (Single Point of Contact) who is F Perry in the SHEQ Department, the Operations Manager and their Line 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 with Covid like symptoms.
- Once staff arrive home, they are to follow the current Government guidance for Lateral Flow/PCR Testing and isolation

**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**

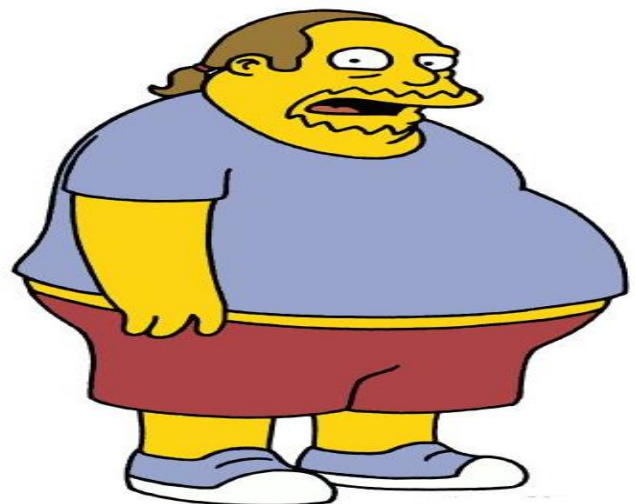
**SPOC**

- 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**



## **Toolbox Talk – Corona Virus - COVID-19**

Advice Taken from Gov.UK, Public Health England (PHE) and NHS Websites

### **TBT I197 – Rev K - Updated Jan22**

#### **Liscombe Central Office Controls**

- Frosts have provided additional computers, printers and phones so that Non-Essential Office Staff or Vulnerable Staff can work from home where possible
- Essential Office Staff will work from Frosts Main Office at Liscombe Park or on Construction Sites where we are landscaping but will abide by the control and mitigation Measures detailed in our Corona Virus Risk Assessment RAI147, TBT on Corona Virus TBT1197 and this Work Instruction and any mitigation measures put in place by the Principal Contractor on site
- Segregation screens have been installed on all desks within Frosts Office
- Office visitors are restricted to essential meetings only, wherever possible all external meetings shall be carried out using Zoom or Teams
- Currently Liscombe Park Frosts Office staff numbers shall be restricted to 12-14 staff maximum with non-essential office staff still working from home either part or full time
- The T bar / kitchen area shall be restricted to a maximum of 4 staff at any one time
- The Meeting Room number shall be restricted to a maximum of 6 staff, however, wherever possible all meetings are to take place on Zoom/Teams
- Where possible office staff shall be positioned on desks to create a reasonable social distance between staff and will generally be sat diagonally opposite each other. Where staff are sat closer together a portable screen will be positioned between staff
- A 1-way system shall be set up on the office entry/exit point doors
- It is not practical to have a one-way system in the corridor to the kitchen and toilets, so staff have been advised to time visits to the kitchen and toilets so that they are not encountering other staff using the facility
- For the time being Frosts Operatives are to be discouraged from coming into the office other than for critical issues or supplies
- Covid-19 Posters, Increased Hygiene Posters and SPOC Posters are displayed in prominent positions around the office and stores
- Frosts have increased office ventilation by keeping windows open
- Hand sanitizing units have been set up throughout the office, kitchen and meeting rooms
- Track and Trace has been set up at the office entry points
- There shall be no sharing of workstations/IT
- The office cleaner has been instructed to pay particular attention to sanitizing desks, printers/scanners, the kitchen and toilets more thoroughly rather than concentrating efforts on hoovering and dusting
- Airgene Airborne Disinfectant will be let off in the office and meeting room on a regular basis (Weekly) or after any issues, signs or symptoms within the office

