


POST COVID 19 LOCKDOWN CONSTRUCTION SITE HEALTH AND SAFETY GUIDELINES

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SUMMARY VERSION CONTROL

VERSION NO.	NATURE OF AMENDMENT	PAGE NO.	DATE REVISED
1.0	New Document		
2.0	Changed Document to Standard Operating Procedure	1	01/06/2020
2.0	Include provision for COVID-19 Isolation Room on Construction Sites	9	01/06/2020
2.0	Include Provision for Health Care Waste Management on Construction Sites	11	01/06/2020
2.0	Extend the Scope to Transnet from TGC	All	01/06/2020

Note: Only latest amendments and/or additions are reflected in italics in the body of the document

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1. PURPOSE

The purpose of these guidelines is to provide guidance on how Transnet should manage its construction sites and contractors during or after COVID 19 lockdown period. These guidelines seek to mitigate the general health risks posed by the COVID-19 in Construction Project sites. In addition, to ensure that Transnet manages their contractors in accordance with applicable regulations and the contractual obligations, using practices that are fair, transparent, cost effective and of critical importance safe and healthy.

Note: These guidelines should be read in conjunction with the Project Specific Health and Safety (H&S) Specification and Disaster Management Act and its Regulations.

2. APPLICABILITY

These guidelines are applicable to Transnet managed construction sites.

Note: Contractors should review their Project Specific Risk Assessments and H&S Plans in line with these guidelines and submit to Transnet Owners teams for approval.

3. REFERENCE DOCUMENTS

Name	Reference Number	Applicable Section
Disaster Management Act, 2002 and its Regulations	Act No 57 of 2002	
Occupational Health and Safety Act, 1993 and its Regulations	Act No 85 of 1993	
Contractor Management Procedure	TRN-IMS-GRP-PROC 014	
Business Continuity Management Procedure	TRN-IMS-GRP-PROC-016	
Business Continuity Management Systems	ISO 22301:2012	
COVID-19 Health Care Waste Management on Construction Sites	TRANSNET-IMS-ENV-SOP-009.001	
Occurrence and Non-conformance Management Procedure	TRN-IMS-GRP-PROC 013	

4. DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

Cleaning means physically removing germs, dirt and organic matter from surfaces

Contractor An employer (organization) or a person who performs **ANY** work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers or Contractors.

Note: A Contractor is an employer in his/her own right.

Disinfecting means using chemicals to kill germs on surfaces. It is important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

Social Distancing means the practice of maintaining a greater than usual physical distance from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection.

4.2 Abbreviations

COVID 19	Novel Coronavirus (2019-nCov)
H&S	Health and Safety
PPE	Personal Protective Equipment
Transnet	Transnet SOC Limited (<i>Operating as any of its Operating Divisions and Specialist Units</i>)

5. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY

Transnet's Health and Safety, Executive Manager (In Construction Projects Execution)	<ul style="list-style-type: none"> • Sets the H&S guidelines for management of COVID 19 Post-Lockdown on Transnet construction sites; • Determine Scope for the COVID 19 Post-Lockdown Construction Site H&S guidelines; • Ensures development, implementation and maintenance of these guidelines; • Sets values and performance standards; and • Demonstrates and drives H&S leadership.
Transnet Project Director / Project Manager	<ul style="list-style-type: none"> • Drive implementation of COVID 19 Post-Lockdown Construction Site H&S guidelines; • Ensure availability of resources; • Ensure communication of COVID 19 Post-Lockdown Construction Site H&S guidelines directives to teams; • Communicate performance on the guidelines to the respective members of the Top Management Team; • Ensure resolution on issues identified through the COVID 19 Post-Lockdown Construction Site H&S guidelines process and implementation.
Transnet Construction H&S Agents / Managers	<ul style="list-style-type: none"> • Monitor implementation of COVID 19 Post-Lockdown Construction Site H&S guidelines and plans on projects sites; • Approves contractor's project / site specific COVID 19 Post-Lockdown Construction Site H&S Plan.
Construction Manager (Contractor)	<ul style="list-style-type: none"> • Customize the guidelines and develop a project / site specific COVID 19 Post-Lockdown Construction Site H&S Plan; • Implement and maintain contractor site specific COVID 19 Post-Lockdown Construction Site H&S Plan.
Employees	<ul style="list-style-type: none"> • Adhere to COVID 19 Post-Lockdown Construction Site Health and Safety Plan • Take accountability for assigned activities; and • Report any deviations.

6. STANDARD OPERATING PROCEDURE

6.1 Site Mobilisation

- Employees must be advised to check themselves for COVID-19 symptoms before travelling to site and notify their supervisor and consult their Health practitioner if they feel sick;
- Flu-like symptoms ranging from mild fever, dry cough, runny nose, sneezing to moderate and severe symptoms like productive cough, high fever, and shortness of breath can be experienced.

6.1.1 Training and Awareness

- All employees must be trained on site specific COVID 19 Post-Lockdown construction site H&S plan, updated risk assessments and procedure taking into account new hazards and risks posed by exposure to COVID-19 in the workplace;
- Employees must be provided with up-to-date H&S education and training on COVID-19;
- Employees to be trained on the use and maintenance of PPE;
- Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

6.1.2 Transportation of Employees to Sites

The contractor must provide means of transportation for employees to site. The transport should comply with the following:

- A minibus licensed to carry 10 passengers is limited to carry a maximum of 7 passengers including the driver;
- A minibus licensed to carry 15 passengers is limited to carry a maximum of 10 passengers including the driver;
- A minibus permitted to carry a maximum of 22 passengers, is limited to carry a maximum of 15 passengers including the driver;
- A vehicle licensed to carry a maximum of 5 passengers is limited to carrying 50% of its permissible passenger carrying capacity;
- Transport vehicles shall be sanitised before and after transporting of workers;
- All passengers shall sanitise their hands before getting into the vehicle;
- All passengers shall wear facemask while in transit.

Use of public transport

Where the use of public transport cannot be avoided, the contractor must inform employees on precautions to take while using public transport as above.

6.1.3 Access Control

- Site access points must be monitored in order to enable social distancing of 1.5 metres – there might be a need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring;
- Entry systems (e.g. biometrics) that require skin contact e.g. fingerprint scanners, should be removed or disabled;
- All personnel must be provided with means to wash or clean their hands before entering or leaving the site;
- Body temperature to be monitored with thermometer upon arrival;
Alcohol testing on projects site should be managed in such a way that no employee is exposed to the epidemic and contractors must promote personal hygiene.
 - Breathalyzer used shall be equipped with disposable mouthpieces.
 - Breathalyzer shall be cleaned and or disinfected after every use.

Visitors and Suppliers

Note: All non-essential visitors to site are not allowed, only suppliers are allowed

- Suppliers must be advised in advance of the COVID 19 site screening tests and required COVID 19 Personal Protective Equipment (COVID PPE) requirements for the site;
- Suppliers must bring their own PPE and no PPE will be issued to them;
- The site supervisor must ensure that suppliers are accompanied on site.

6.2 Work Arrangements during Construction

- Non-essential physical work that requires close contact between workers should not be carried out;
- Tools and equipment in stores should be sanitised before issued and on return to the stores;
- Every employee to be issued with own tool for use for the duration of the shift;
- Sharing of tools and equipment should be avoided at all costs;
- Work requiring skin to skin contact should not be carried out;
- Plan all activities to minimise contact between workers;

- Employees to be provided with face masks and should wear them at all times on site;
- Washing hands facilities must be provided on site, and where it is not available, all employees should be provided with hand sanitisers;
- Employees to be always encouraged to wash their hands

6.2.1 Before the Start of the Shift

- Pre-start meeting / DSTI to be held incorporating Covid-19 risk factors and protective behaviours (e.g. cough etiquette, care and use of PPE)

6.2.2 End of the Shift

- At the end of shift, all site personnel must dispose-of all single use PPE;
- Safety gloves, hard hats, face shields / goggles (where applicable) and safety shoes should be cleaned with sanitizer and left at lockers provided on site;
- All employees shall clean hands with sanitiser before leaving site;
- Transport provided by the contractor shall be sanitised before boarding.

6.3 Construction Employees' Facilities

In addition to the Facilities Regulations, 2004 and Construction Regulations, 2014, Regulation 30, the contractor must ensure the following with regard to construction employee facilities:

6.3.1 Toilet Facilities

- Restrict the number of people using toilet facilities at any one time;
- Ensure workers wash hands before and after using the facilities. Note: Provide additional handwashing facilities if a large spread out of site or significant numbers of personnel on site;
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush;
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently;
- Provide suitable and sufficient rubbish bins for paper hand towels with regular removal and disposal.

6.3.2 Offices and Eating Facilities

- The workforce should also be required to stay on site once they have entered it and not use local shops;

- Dedicated eating areas should be identified on site to reduce food waste and contamination;
- Break times should be staggered to reduce congestion and contact at all times;
- Hand cleaning facilities or hand sanitiser should 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 should be encouraged to bring pre-prepared meals and refillable drinking bottles from home;
- Workers should sit 1.5 metres apart from each other whilst eating and avoid all contact;
- Where catering is provided on site, it should provide pre-prepared and wrapped food only:
 - Payments should be taken by contactless card wherever possible or
 - Where only cash can be used, the usual hands washing with soap and water or hand sanitizers will be observed
 - Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced;
- Tables should be cleaned between each use;
- 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 and payment devices.

6.3.3 Changing Facilities, Showers and Drying Rooms

- 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;
- Consider increasing the number or size of facilities available on site if possible;
- Based on the size of each facility, determine how many people can use it at any one time to maintain 1.5 metres spacing for social distancing;
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

6.3.4. COVID-19 Isolation Room on Site

- An isolation room should be identified and be secured with a clear signage for Isolation room
- Access to the isolation room must be limited to health care workers, hygiene maintenance workers (Cleaners) and health and safety professionals only.

- Adequate PPE must be maintained in the Isolation room, these will include FFP1 masks, hand sanitizers, latex gloves, bio-bin for waste management, clean drinking water, "there must clean running water, base and soap for washing of hands at close proximity"
- There must be adequate chairs for patients and health workers.
- A cleaning scheduled must be kept up to date and attached to back of the door.
- Deep cleaning and disinfection must be conducted after every isolation of a confirmed positive case.
- The isolation room must have adequate ventilation and positive displacement of air must be maintained.

6.4 Avoiding Close Working (Social Distancing)

- Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace;
- Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded;
- Move work stations, desks and tables in staffrooms further apart to comply with social distancing;
- If possible, bring in shift arrangements so less staff are in the workplace at once;
- If possible, provide social distancing markers on the floor in areas where customers line up or where workers perform tasks;
- Nominate a person on the work floor to be responsible for keeping everyone the required 1.5 metres distance apart.

There will be situations where it is not possible or safe for workers to distance themselves from each other by 1.5 metres.

The **General Principles** are:

- Non-essential physical work that requires close contact between workers should not be carried out;
- Work requiring skin to skin contact should not be carried out;
- Plan all other work to minimise contact between workers;
- Where possible, stairs should be used in preference to lifts or hoists;

- Where lifts or hoists must be used:
 - Always Lower their capacity to reduce congestion and contact ;
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean and disinfect the inside of construction vehicle / plant cabs and between uses by different operators.

Site Meetings (Also refer Site Meetings Procedure Annexure 8.4)

- Only necessary meeting participants should attend;
- Attendees should be 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;

6.5 Personal Protective Equipment (PPE)

- No employee should be allowed on site without adequate and appropriate PPE;
- All employees should be provided with re-usable face masks;
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers;
- Single use PPE should be disposed of properly so that it cannot be reused e.g. provide sufficient bins for this purpose;
- Any job specific respiratory protection should still be worn on site (e.g. FFP2) where required.
Note: Re-usable face masks should be worn by employees not required to wear specialised respiratory protection.

6.6 Health and Hygiene

6.6.1 Management of Chronic Illnesses

- Self-disclosure may be necessary for the effective management of illness regimes at work;
- **In certain situations:**
 - Management of chronic illness may involve illness specific (measuring blood glucose for diabetes).
 - Some illness may necessitate regular visits to specialists or hospitals for treatment.

- Self-disclosure may also enable employer to provide tangible support that directly or indirectly facilitates management.
- Please refer to ***Hand Washing Procedure (Annexure 8.3)***

6.7 Cleaning and Management of Communal Areas

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Toilet flush and seats
- Taps and washing facilities
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Note: A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first (**Refer to Annexure 8.2: Cleaning and Disinfecting Procedure**).

6.8 Emergency Procedure and Reporting

In case where an employee has symptoms or tests positive for COVID-19, the following process must be followed:

For TRANSNET:

- Employee must immediately report to his / her Line manager and Project Manager on site and thereafter follow **(Refer Annexure 8.1: Transnet guidelines when an employee tests positive for COVID-19)**

For Contractors:

- Employee must immediately report to his / her Line manager and /or Construction Manager on site;
- Construction Manager to report immediately to the TRANSNET Project Manager;
- TRANSNET Project Manager follow **Transnet guidelines when an employee tests positive for COVID-19 (Annexure 8.1)**

6.9 COVID-19 Health Care Waste Management at Construction Site

The Contractor must:-

- Develop the Health Care Waste Management method statement for review and approval by the Transnet Environmental Officer and Construction Health and Safety Agent for the site.
- Manage the implementation of the waste management plan and/or method statement.
- Provide Training and Awareness to all Contractor site personnel on the management of general health care waste.
- Provide and Designate bio-bins or plastic bags for the disposal of health care waste (PPE) for the temporary storage prior to removal and disposal.
- Ensure that healthcare storage points are managed in accordance with the stated requirements.
- Maintain Waste Manifest (PPE) records relating to the safe disposal of health care waste.
- Immediately address and report any non-conformances and incidents noted on site regarding the management of health care waste.
- Monitor and coordinate the staff assigned to containerize, collect, store, and transport healthcare waste on site.
- Contractor to provide Daily evidence of waste receptacles to the TRANSNET Environmental Officer where health care waste is temporarily kept for remotely situated sites.

- Maintain records of all healthcare waste quantities for disposal by the appointed service provider
- Liaise with own and Employer's (Transnet) project team members to minimize any health care waste management anomalies and ensure compliance with the approved site healthcare waste management plan and/or method statement.

Note: This section must be read in conjunction with the Standard Operating Procedure COVID-19 Health Care Waste Management on Construction Sites TGC-IMS-ENV-SOP-009.001 attached hereto as **Annexure 8.5**

7. RECORDS

- 7.1 Site Specific H&S Plan
- 7.2 Training and Awareness Registers (Risk Assessment, Induction, Tool Box Talks)
- 7.3 Site Meeting Registers

8. ANNEXURES

- 8.1 Transnet Guidelines when an employee tests positive for COVID-19
- 8.2 Cleaning and Disinfection Procedure
- 8.3 Hand Washing Procedure
- 8.4 Site Meetings Procedure
- 8.5 Standard Operating Procedure COVID-19 Health Care Waste Management on Construction Sites TGC-IMS-ENV-SOP-009.001

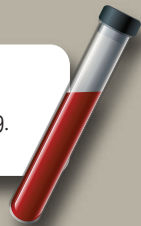
GUIDELINES WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19



Note: Any employee that takes the step to test because of the clinical presentation of having symptoms(cough, fever,) should immediately self-quarantine.

1

Employee tests positive for COVID-19.



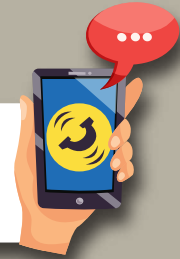
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Employee self-quarantines and does not present to work, but advises line-manager immediately upon getting test results.



3

Line-manager advises OD GM: HR and CE.



4

OD GM: HR with the Wellness manager or OH Doctor immediately invokes the process of contacting the Department of Health. Simultaneously, the CE reports the positive case to the GCE.



5

Department of Health Invokes a process of tracking and tracing close contacts of the employee.



6

Transnet OD reps ensure the team/site, dependant on who the employee has had contact with is shut down immediately.



7

The Department of Health will advise on testing close contacts and close contacts should immediately self-quarantine.



8

Transnet ensures site/office is decontaminated.



9

The OD also offers support to the employee who tested positive through the EAP service provider.



10

The Department of Health takes over once the employee has tested positive and Transnet will be advised accordingly.



11

The Communication on all positive cases will be managed centrally.



ANNEXURE 8.2

CLEANING AND DISINFECTING PROCEDURE

Cleaning and disinfecting are two (2) different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

Note: A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

1. Routine cleaning

Workplaces including construction sites should clean surfaces at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, kitchen surfaces, cupboard handles, and etc.). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- Visibly soiled
- Used repeatedly by a number of people, and
- After any spillage.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace. For example, in a busy area such as toilet facilities with many employees entering each day, more frequent disinfection is recommended to prevent the spread of COVID-19.

2. How to clean

Use the following steps to clean an environment:

- Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers;
- Wash reusable gloves with detergent and water after use and leave to dry;
- Clean hands immediately after removing gloves using soap and water or hand sanitiser;

- Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs;
- If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first;
- Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing;
- Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes;
- It is advisable to use a hand-lotion after washing your hands to protect against skin irritation

How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

- If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination;
- Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection;
 - **Clean and disinfect hard surfaces using either:** a physical clean using detergent and water followed by a clean with bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores.
 - **A physical clean using a combined detergent and bleach solution (2-in-1 clean) made up daily from a concentrated solution.**
- Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste;
- There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas;

Note: Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

- Those cleaning an area of suspected contamination need to be equipped with appropriate PPE. This includes disposable gloves and safety eyewear to protect against chemical splashes;
- If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron.



- Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient before putting on and after removing PPE;
- Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use;
- Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

Hard surfaces

- In most circumstances, cleaning with detergent and water is sufficient;
- Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging;

Soft or porous surfaces

- For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used;
- Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements;

Using disinfectants safely

- Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS);
- Do not use different types of disinfectants together;
- Store your disinfectants safely and securely, out of direct sunlight and away from heat sources;
- For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- Gloves, elbow-length if available, and
- Eye protection (safety glasses, not prescription glasses).

Disposal or cleaning of materials and PPE

- Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine;
- Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves;



- Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry.

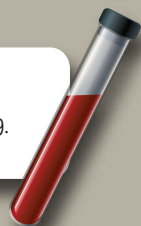
GUIDELINES WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19



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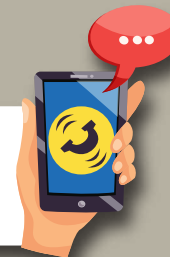
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ANNEXURE 8.2

CLEANING AND DISINFECTING PROCEDURE

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Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

Note: A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

1. Routine cleaning

Workplaces including construction sites should clean surfaces at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, kitchen surfaces, cupboard handles, and etc.). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- Visibly soiled
- Used repeatedly by a number of people, and
- After any spillage.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace. For example, in a busy area such as toilet facilities with many employees entering each day, more frequent disinfection is recommended to prevent the spread of COVID-19.

2. How to clean

Use the following steps to clean an environment:

- Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers;
- Wash reusable gloves with detergent and water after use and leave to dry;
- Clean hands immediately after removing gloves using soap and water or hand sanitiser;

- Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs;
- If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first;
- Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing;
- Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes;
- It is advisable to use a hand-lotion after washing your hands to protect against skin irritation

How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

- If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination;
- Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection;
 - **Clean and disinfect hard surfaces using either:** a physical clean using detergent and water followed by a clean with bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores.
 - **A physical clean using a combined detergent and bleach solution (2-in-1 clean) made up daily from a concentrated solution.**
- Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste;
- There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas;

Note: Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

- Those cleaning an area of suspected contamination need to be equipped with appropriate PPE. This includes disposable gloves and safety eyewear to protect against chemical splashes;
- If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron.



- Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient before putting on and after removing PPE;
- Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use;
- Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

Hard surfaces

- In most circumstances, cleaning with detergent and water is sufficient;
- Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging;

Soft or porous surfaces

- For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used;
- Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements;

Using disinfectants safely

- Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS);
- Do not use different types of disinfectants together;
- Store your disinfectants safely and securely, out of direct sunlight and away from heat sources;
- For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- Gloves, elbow-length if available, and
- Eye protection (safety glasses, not prescription glasses).

Disposal or cleaning of materials and PPE

- Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine;
- Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves;



- Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry.

ANNEXURE 8.3

HANDWASHING PROCEDURE

Wash hands before you start work and after but not limited to the following activities:

- Using the rest room;
- Touching your hair, face or body;
- Sneezing, Coughing or using a tissue;
- Smoking, eating, drinking, or chew gum or tobacco;
- Handling chemicals that might affect the safety of the food;
- Clearing tables or bussing dirty dishes;
- Touching anything else, that may contaminate hands such as sanitized equipment;
- Touching of any door handles, documentation being circulated, etc.

Hand-care

- Use soap and water for 20-30 seconds regularly and immediately after taking off PPE, where it is not possible;
- Use alcohol based hand sanitiser with at least 60% of ethanol or 70% isopropanol as the active ingredient;
- If hands are soiled, wash hands with soap and water for 40-60 seconds;
- Do not use hot water to rinse your hands;
- Dry hands and arms completely with a single use paper towel or warm air hand dryer;
- Take care of your hands by regular using a protective hand cream /lotion at least daily;
- Use paper towel to turn off the faucet, open the door and dispose-of the towel immediately.

Please remember...

- Do not wear artificial fingernails;
- Keep natural nails short;
- Discard disposable gloves after each task and clean your hands;
- You may use hand sanitizer or chlorinated water, if soap and water are not available.

ANNEXURE 8.4

SITE MEETINGS PROCEDURE

Key considerations to prevent or reduce COVID-19 risks on construction sites meetings:

Before the meeting

The following should be exhausted:

- Develop and agree on preparedness plan to prevent infection at your meeting;
- Consider whether a face-to-face meeting is needed. Could it be replaced by a teleconference or online meeting;
- Could the meeting be scaled down so that fewer people attend?
- Pre-order sufficient supplies, including tissues and hand sanitizer for participants. Have face masks available to offer anyone who develops respiratory symptoms;
- Ensure that the boardroom is thoroughly cleaned and disinfected before the meeting including door and chair handles;
- Encourage attendants to bring their own pens to write notes or sign documentation;
- Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend;
- Make sure all organisers and participants at the meeting provide contact details: mobile telephone numbers, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the meeting;
- Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least: Identify a room or area on site where someone who is feeling unwell or has symptoms can be safely isolated;
- Develop a plan for how they can be safely transferred from there to a health facility;
- Include what to do in your plan if a meeting participant or project member tests positive for COVID-19 during or just after the meeting.

During the meeting

- All meeting organisers must ensure that health and safety briefing is held where they will provide information or a briefing, preferably both orally, on COVID-19 and the measures that organisers are taking to make the meeting safe for participants;
- Build trust. For example, as an icebreaker, practice ways to say hello without touching;
- Encourage regular hand-washing or use of hand sanitiser by all participants at the meeting;
- Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in;
- Encourage attendees to wear face masks during the meeting if possible;



- Provide contact details or a local health hotline contact number that participants can call for advice or to give information;
- Display dispensers of alcohol-based hand rub prominently around the construction site;
- Arrange seats so that participants are at least one (1) meter apart;
- Open windows and doors whenever possible to make sure the site meeting venue is well ventilated;
- If anyone starts to feel unwell, follow your site emergency preparedness plan and report to the Project Manager or Construction Manager;
- Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility;
- Thank all participants for their cooperation with the provisions in place.

After the meeting

- Retain the names and contact details of all participants in the health and safety file for the project duration. This will also help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the meeting;
- If someone at the meeting or event was isolated as a suspected COVID-19 case, the organiser should let all participants know this. They should be advised to quarantine and monitor themselves for symptoms for 14 days and take their temperature twice a day;
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also contact their healthcare provider or the local public health department, giving them details of their recent travel and symptoms;
- Meeting organisers must thank all the participants for their cooperation with the provisions in place;
- The boardroom must be cleaned and disinfected after the meeting.