

3 April 2020

# COVID-19 ADVICE FOR WORKING ON SITE

Our work is vital to keep the country connected. We ensure that key workers can get to their jobs and goods can get to market. That's why essential engineering work must continue.

While we do this, it's very important that we look after ourselves and each other.

This includes:

- Maintain two metres distance between yourself and others, wherever possible. Where this is not possible, minimise contact with colleagues. Minimum contact is a combination of time and distance.
- Wash your hands often for at least 20 seconds.
- Cough or sneeze into a tissue and put it in a bin immediately. If you do not have a tissue, cough and sneeze into the crook of your elbow.
- Avoid contact with anyone displaying symptoms of the Covid-19 virus.
- Avoid non-essential use of public transport.

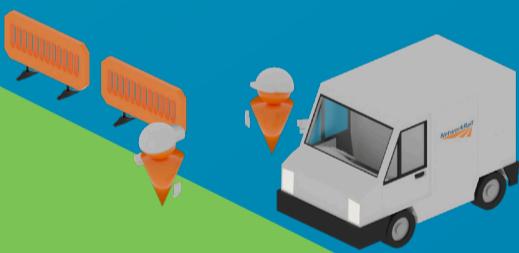
We have put together some further guidelines for those working on site

## Getting to site



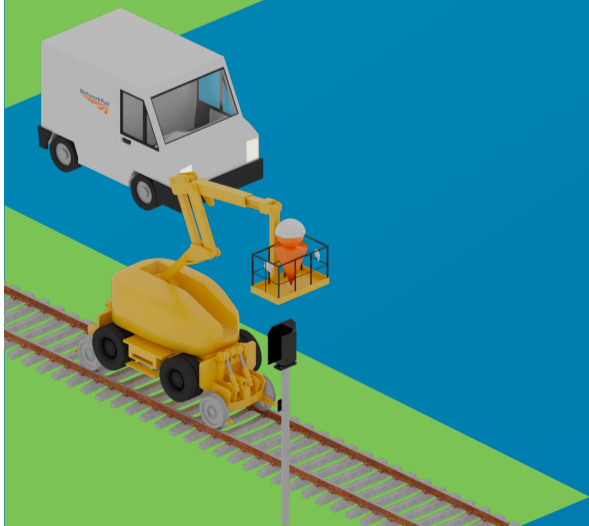
- Wash your hands with soap and/or use hand sanitiser before entering and after exiting the vehicle. Clean the vehicle surfaces that you touch and near you with disinfectant.
- In teams where Home Start is enabled, please take Network Rail vehicles home so that you can get back to work for your next shift.
- If a Network Rail vehicle is not available to get to a work site, you may now use a private vehicle.
- Do not lift-share unless absolutely necessary.
- Where shared transport is necessary, maintain airflow in the vehicle by keeping windows open.
- Use disposable gloves when filling up any vehicle at service stations.
- Send the minimum number of people to depots to pick up kit and replenish spares.

## Arriving at site



- Conduct briefings, handovers and safety hours over the phone or via video conference unless it is absolutely necessary to do in person.
- Where briefings must be done in person, do it outside if weather conditions permit and have the minimum safe number required.
- To avoid the need for forms to be shared, the persons in charge will keep a record of their work group.
- Regularly clean and disinfect shared surfaces.
- Stagger starting and finishing times for different teams to minimise contact.

## Working on site



- Safety is our first priority. Normal working methods and practices still apply and everyone is expected to comply with the relevant company standards.
- If you can, bring your own prepared food to site and consider bringing your own utensils.
- Do not share food, cups or utensils or make rounds of drinks for your colleagues.
- Avoid sharing communication equipment. Where this is unavoidable, clean the equipment before and after use.
- Please continue to wear full PPE and always use your own. If possible, clean and change your coveralls after each shift. Those of you used to wearing masks should continue to wear these.
- Vehicles and equipment should be cleaned using disinfectant, cleaning products and paper towels if available.
- The cabs for road-rail plant must be cleaned between shifts.
- All items used for cleaning should be collected in the same disposal bag and marked so that it can be disposed of safely.

This guidance applies to all people coming onto site, including contractors. For the full guidelines please go to MyConnect Coronavirus information hub.