

SITE OPERATING PROCEDURES
FOR THE
BARBADOS
CONSTRUCTION INDUSTRY

Protecting your Workforce after COVID-19



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The following document has been adopted from the Construction Leadership Council UK, with minor amendments and additions to ensure COVID-19 guidelines as issued by the Ministry of Health of Barbados and to comply with the Safety and Health at Work Act, 2205 are followed. Best practice as it pertains to every section has been adopted.

SITE OPERATING PROCEDURES – PROTECTING YOUR WORKFORCE

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Introduction

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's and WHO recommendations on social distancing.

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the Barbadian population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - [follow the Ministry of Health guidance on self-isolation and Home Quarantine for COVID-19 \(issued March 21st 2020\)](#)
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They should also contact their health care provider as per MOH guidelines if any symptoms develop such as fever, cough, sore throat or shortness of breath. They should also report such symptoms to the Ministry of Health and Wellness via the Hotline at **536-4500**.

The procedures as set out in the Ministry of Health [Covid-19 Guidance for Business Places Version 2.0 \(March 17th, 2020\)](#), will be adopted when dealing with any person reporting ill at work.

- If persons are too ill to leave the job site, then the MOH guidelines as referenced above must be followed i.e.:
 - The unwell person should be removed to a private area, i.e. a room/area where they can be isolated behind a close door, such as a staff office.
 - Designate a toilet for their use only.
 - Remove furniture, documents, objects that cannot be easily disinfected
 - Provide a tissue and disposable bag
 - Open window for ventilation
 - Call the hotline **536-4500** and report the situation and seek advice as to next steps
 - Identify any contacts in the workplace for the benefit of contact tracing by the MOH

- Follow the cleaning protocol

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Site

- Wherever possible workers should travel to site alone using their own transport and sites need to consider:
 - Parking arrangements for additional cars and bicycles
 - Other means of transport to avoid public transport e.g. cycling
 - Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitizer if water is not available
 - How someone taken ill would get home.
- Where public transport must be taken, workers should follow the following guidelines:
 - Observe social distancing when queuing for public transport.
 - Ensure that you maintain social distancing parameters when on the bus.
 - Use exact bus fare or be sure to use a hand sanitizer after receiving change.
 - Wash your hands for the recommended 20 seconds after having took public transport.

Site Access Points

- Stop all non-essential visitors
- All persons entering the work site are, with their consent, to have their temperature taken before proceeding onto the site. Temperatures on sites should be tested twice daily by a dedicated person assigned to carry out this duty for each job site. Failure to have this done will prevent your entry unto the job site.
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points. Either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners

- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (at least six feet or two meters) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities on larger sites or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitizer where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitizer levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitizer and paper towels and these should be securely stored.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time
- Wash hands before and after using the facilities
- 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 hand towels with regular removal and disposal.

Canteens and Eating Arrangements

With cafés and restaurants having been closed across Barbados, canteens cannot operate as normal.

Where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. they must be removed from use.

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 sanitizer 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 asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 meters 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 methods wherever possible as is currently being done by the fast food establishments locally, where there is no direct handling of cash.
 - Persons handling money should not be handling food. Hand sanitizing is to be done between every transaction.
 - 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.

Changing Facilities

- 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 a distance of two meters.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 meters.

General Principles

- 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 minimize contact between workers
- All workers should wear the disposable face mask issued once made available
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists. Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion and contact at all times
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators.

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two meters apart from each other
- Offices or Rooms should be well ventilated / windows opened to allow fresh air circulation, and enough space to permit the required social distancing parameters and there should be a limit to the number of persons attending. Cleaning and Disinfecting protocol to be carried out prior to and after the meeting.
- Consider holding meetings in open areas where possible.

Cleaning

- Enhanced cleaning procedures as set out by the Ministry of Health [“Cleaning & Disinfecting for COVID-19, Version 1.0”](#) guidelines, should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Hand rails on staircases and corridors
 - Lift and hoist controls
 - Machinery, Tools and equipment controls
 - Food preparation and eating surfaces
 - Telephone equipment
 - Keyboards, photocopiers and other office equipment
 - All hard surfaces such as desk and table tops etc.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- Each site shall designate a person or persons (depending on the size of the job site) to be responsible for the removal of rubbish and also for the cleaning of the Toilets, Offices etc. They shall be responsible for the cleaning of all areas at least twice daily.