

**MURPHY**

WORLD-CLASS INFRASTRUCTURE

## **COVID SECURE GUIDANCE (UK)**

**Together we can protect  
our people and our projects**

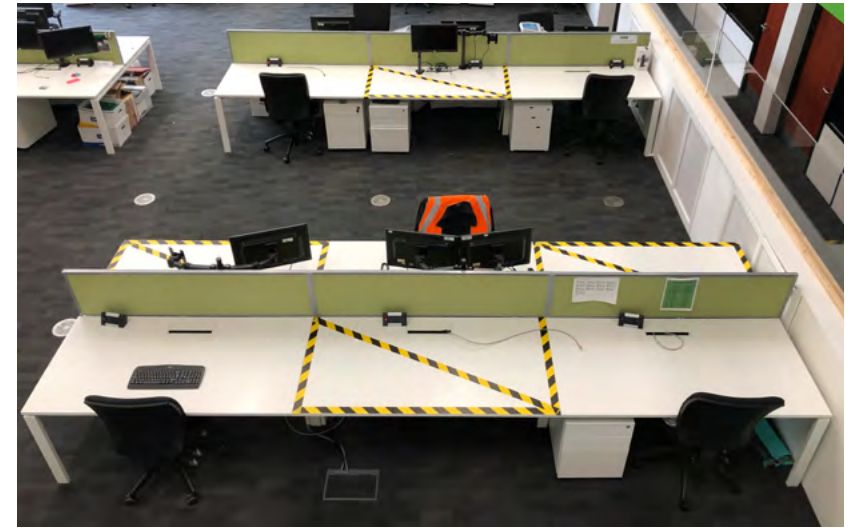
**Help prevent the spread**

**[businesscontinuity@murphygroup.co.uk](mailto:businesscontinuity@murphygroup.co.uk)**

**2021**

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# 1. INTRODUCTION

To help us protect our people and prevent the spread of covid-19 we have put in place a number of controls in all our offices, sites and yards/ depots across the UK.

We are planning our move back to the new normal, in line with the UK government's guidelines and dates. It will be a phased transition, ending up with a balanced and flexible /agile working environment that supports our projects.

Many people don't show any symptoms if they have covid-19 and may unknowingly spread the virus. We all have a responsibility to follow social distancing and hygiene practices. Even if you have had a vaccine you can catch and spread coronavirus. There will be testing at all our regional offices and most of our projects.

We have taken into account the advice of the UK government, NHS, Public Health England and the practical experience of our site teams, who have continued to work on vital infrastructure during the lockdowns. One size will not fit all and we will need to have a common sense approach. Local offices, depots and sites will have their own plans in place and you must follow these.

It is easy to slip into old habits and move closer, so there are covid-19 marshals. However, if you see someone not following good practices and signs, then give them a friendly 'Do us a favour'. If you can see a way to improve our practices (e.g. where signs are put up), then please let your covid-19 marshal know. \_

Government guidance may change if the data and rate of infections changes, so we will keep updating these procedures.

**Please take time to read this document** and speak to your line manager, covid-19 marshal, SHES advisor or facilities manager. If you have any further questions email [businesscontinuity@murphygroup.co.uk](mailto:businesscontinuity@murphygroup.co.uk)

**Together anything is possible.**



John Kinirons  
**Group Director**  
**SHES, Strategy & Comms**



## Find out more

You can also find out more information on:

- The UK Government website - <https://www.gov.uk/coronavirus>
- Go to [MIMS](#) for the latest guidance and check [Greenspace](#).

# 2. SUMMARY – SOCIAL DISTANCING AND HYGIENE

## SOCIAL DISTANCING



### AVOID PUBLIC TRANSPORT



### VEHICLE OCCUPANCY GUIDELINES

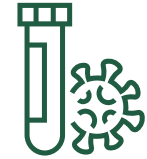


### FOLLOW MARKERS & SIGNS

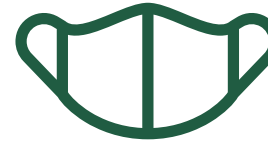
## HYGIENE



### WASH YOUR HANDS A LOT



### TESTING



### WEAR A MASK IN COMMUNAL AREAS



### CLEAN YOUR WORKSTATION



### BRING YOUR OWN LUNCH & CLEAN CROCKERY





## 4. RESPONSIBILITIES

We all have a responsibility to make sure that we can work in a safe environment in line with our Never Harm value.

Facilities and Project Leaders have reviewed our locations to make sure we can keep a 2m distance from one another. Capacity will be reduced and you must agree a rota as a team and book a desk

A COVID-19 marshal has been nominated for each office, depot and site to make sure we all follow these guidelines.

## 5. WHAT DOES 2M / 6FT LOOK LIKE?

It is just wider than the front of a car or a person holding a broom out stretched.



## 6. HOW TO BOOK A DESK

When you go into a support office you must book a desk in advance - even if it is just to 'pop in' to do printing or collect something. Use the **Building Desk Access app** on MS Teams to book a desk. If you have visitors please email [deskbooking@murphygroup.co.uk](mailto:deskbooking@murphygroup.co.uk)

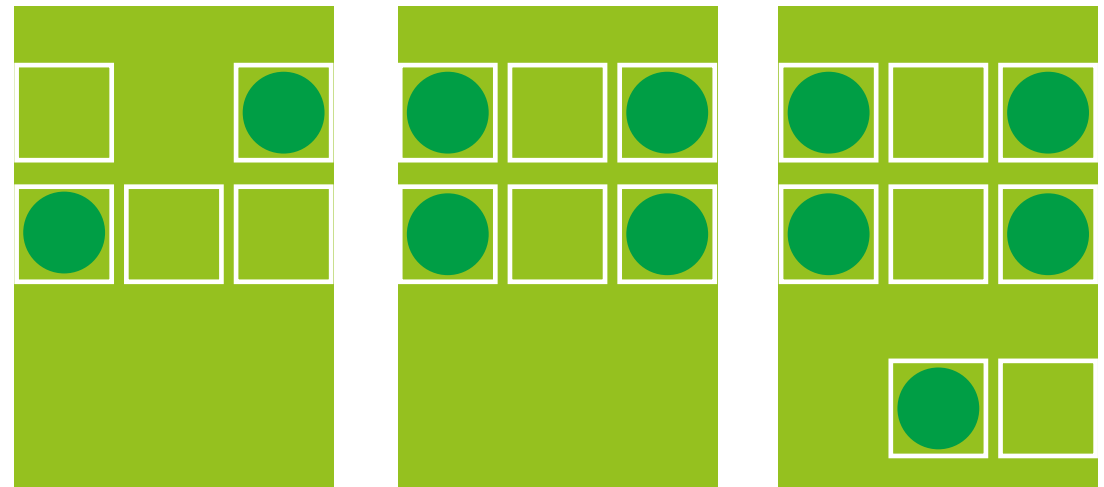
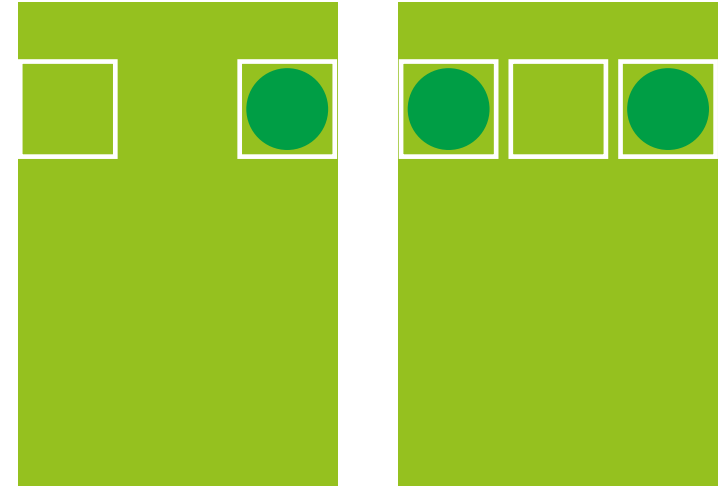
# 7. TRAVEL

## Before you travel

- Don't travel if you have any of the COVID-19 symptoms
- If you have no symptoms of COVID-19, try and avoid public transport where possible.
- If you use public transport you should:
  - ▶ Wear a mask
  - ▶ Wash or sanitise your hands before and after you travel
  - ▶ Use contactless payment
  - ▶ Avoid rush hour where possible
  - ▶ Keep 2m apart from other passengers
  - ▶ Follow the advice of the transport staff

## Travel to work or while at work

- You should sit as far apart as possible in vehicles. The passenger should sit on the diagonal from the driver where possible
- Keep vehicles and Plant clean
- Refer to the [Vehicle Occupancy guidance](#)
- Follow the signs when you park
- If you are in the same household, you don't have to follow the vehicle occupancy guidance
- There is a [vehicle/plant cleaning](#) checklist on MIMS



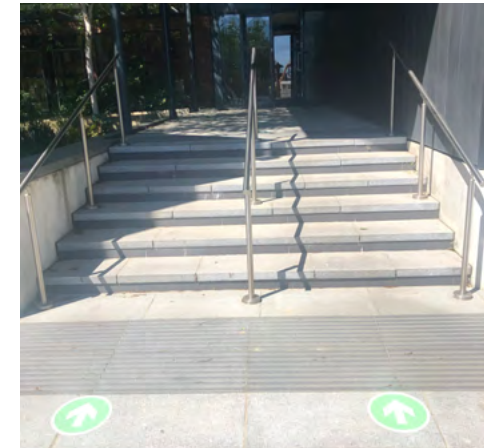
Where to sit in a vehicle

# 8. ON ARRIVAL

When you arrive at a Murphy office, site or yards/depots, the following measures must be followed by all employees, subcontractors and visitors. You must follow these measures even if you have had a vaccination. There is still a chance you can get covid-19 and pass it on to others.

ON ARRIVAL	APPLICABLE TO		
	OFFICES	SITES	YARD/DEPOTS
Show the results of your lateral flow test	✓	✓	✓
Complete online induction (before returning back to work)	✓	✓	✓
Follow instructions from the COVID-19 Marshal	✓	✓	✓
Wash your hands	✓	✓	✓
Go to the open air site inductions and briefings, maintaining social distancing (as required)		✓	✓
Temperature check carried out at entrance*	✓	✓	✓
Complete a medical screening questionnaire before attendance /declaration	✓	✓	✓
Keep a 2m social distance	✓	✓	✓
Follow walkways as instructed, via signage and markings	✓	✓	✓

\*larger sites will have the temperature checking facility.





# 9. WORKSTATIONS & MEETING ROOMS

When you are in offices, site offices and meeting rooms you must follow these measures.

## Workstations

- You are responsible for cleaning your workstations regularly
- Clear and clean your workstation before you leave the office
- Clean your workstation – wipe desks, keyboards, telephones and other I.T. equipment.
- Throw away cleaning supplies (e.g. wipes) in the rubbish bags and bins that are provided
- Wash your hands each time you leave and return to your workstation or use hand sanitiser
- Do not share pens and other stationery. If you have to, wipe it down before and after you use the item (e.g. staplers)

## Face masks

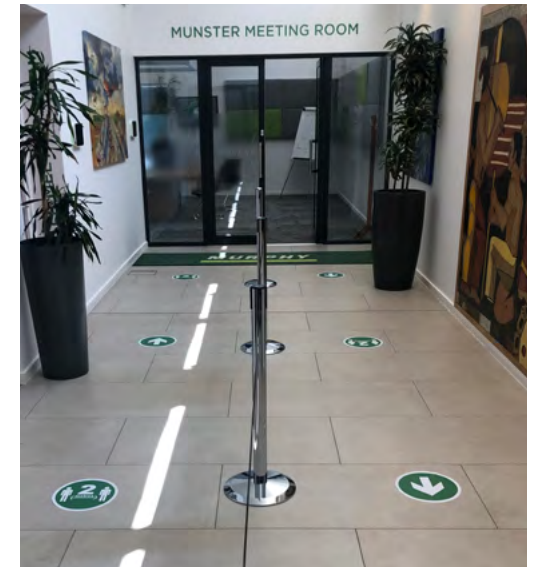
Wearing a face covering does not protect you from getting covid-19, but it may protect others if you are affected and not showing symptoms. Our guidance is:

- No matter where you work, if you can't keep 2m away from your colleague, you must wear a mask
- If you're on your own – say in the cab of your machine, at your desk or in your office – you do not need to wear a mask
- When moving around corridors, walkways, toilets, kitchens and so on, and you can't maintain a 2m distance, you must wear a mask

Masks will be available at reception and site offices. You can also use your own face covering if you prefer. Clients may have specific requirements for certain projects and these should be followed by the site team.

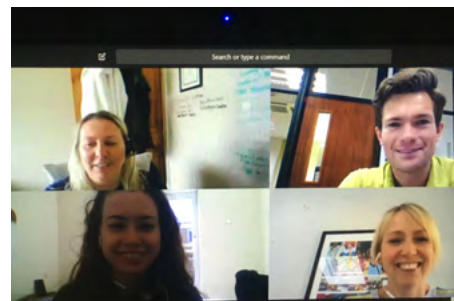
## Kitchens

- Please bring in your lunch where possible and take your containers and cutlery home to be washed
- You are responsible for cleaning your cutlery and you should keep it with you or at your workstation. This is to limit touch points on kitchen cupboards and dishwashers.
- Where possible, avoid using fridges and only use the fridge for milk. Wash your hands before and after you open the fridge.
- Don't use dishwashers



## Meeting Rooms

- Where possible, host internal and external meetings online
- Meeting rooms should only be used if it's essential
- You must clean your chair and the desk in front of you before and after the meeting
- All meeting rooms have been set up to be covid-19 secure (e.g. chairs have been taken out). Don't move furniture or IT equipment



## Printers

- You don't have to touch the screen anymore
- Touch your tensor card to the pad and ALL the documents you have waiting to print will print
- Think before you press CNTRL + P



To help you follow the above measures you will be issued with:

ITEM	FREQUENCY OF SUPPLY	FREQUENCY OF USE
Hand sanitiser	There are hand sanitiser stations at key touch points (e.g. printers)	Each time you leave your workstation
Face masks	Masks will be available at reception. You can also use your own.	Wear masks in communal areas (e.g. kitchens, toilets) and if you can't maintain a 2m distance
Cleaning supplies	Provided on desks. You can get a top up from your covid-19 marshal or reception.	At regular intervals throughout the day and before leaving the office
Disposable bags	Available in your office area. You can ask your covid-19 marshal for more if you need it.	Daily to dispose of cleaning supplies
Cutlery	You should bring your own crockery (e.g. mug). In regional offices you will get a cutlery pack the first time you come in.	As and when required throughout the day

# 10. WELFARE – LOOS, WASHROOMS AND DRYING AREAS

There are lots of surface contact points in welfare areas, so please be extra vigilant in these spaces. The following practices will help reduce risk:

## Using welfare facilities

- Keep a 2m distance and check for signage
- Break times will be staggered to reduce congestion and contact
- The number of people using welfare facilities may be restricted; Look for the signs before you enter
- There will be physical markers on the floor so that you can keep a 2m distance

## Clean welfare

- Cleaning to be done at the start of the day, before each break and at the end of each shift
- Regularly clean high contact areas (e.g. handrails and door handles)
- Use appropriate cleaning products available on site, following the manufacturers' instructions
- Wear gloves when you are cleaning
- Refer to the [Site Welfare Cleaning Checklist](#)

## Drying rooms

- The number of people using drying rooms at any one time will be limited. Look for the signs before you enter
- Physical markers on benches should be visible, to make it easy to keep a 2m distance
- Remove all unnecessary items from the drying rooms and keep your personal items inside your vehicles
- Doorways to drying rooms should remain open



## PPE

- Make sure you throw away single use PPE so it can't be used again
- Clean reusable PPE after you have used it and **DO NOT** share PPE with your colleagues
- Refer to the following posters:
  - ▶ [Mandatory PPE requirements poster](#)
  - ▶ [Mandatory PPE requirements poster – Rail](#)

## Toilets

- There will be a limited number of people allowed in the toilets. Please look out for the signs before you go in
- Some urinals, cubicles and sinks will be blocked off so you can keep 2m apart
- Wash your hands before and after you use the toilet. There will be signs up
- Avoid using portable toilets where possible



**PROTECT OUR HEALTH**  
KEEP A SAFE DISTANCE

**M 2M URPHY**

## COVID-19

Has changed our way of working but mandatory PPE remains the same!

### EAR PROTECTION

- Either muffs or plugs
- Hearing protection must be worn in designated areas.
- Action level - 80dB
  - Hearing protection available for use
- Action level - 85dB
  - Hearing protection must be used

### HELMET

Is it the right colour?

- Black - Supervisor
- Orange - Slinger/Signaller
- White - Site Manager, Competent Operative, Vehicle Marshal
- Blue - All those coming to site who do not fall into other categories

Network Rail's PPE standard only permits white and blue helmets on its infrastructure.

### LIGHT EYE PROTECTION

- Are your glasses scratch free?
- Do you need goggles or a face shield?
- Do you need sun-visor glasses?
- Do you need prescription safety glasses?

### HI-VIZ CLOTHING


- Orange
- Hi-viz vest
- Do you need hi-viz sleeves and trousers?

### GENERAL NOTES

- Do you have to work less than 2m apart? Do you need to wear a mask?
- No hooded tops
- Do you need sun cream? SPF 50+
- Do you need a harness? Have you been trained?

### GLOVES

- Have you got the right gloves for your task?
- Mechanical protection marked on gloves



**Minimum Cut 5**  
refer to client site rules

### STEEL TOE BOOTS

- Lace up boots, wellingtons or waders (Risk Assess)
- Ankle support
- Penetration-resistant mid sole (s3 on the tongue of your boot)
- No rigger boots allowed

### PREVENT THE SPREAD OF COVID-19

- Leave what you can at home - Only bring with you from home what is required for your working day
- Take your shoes off before entering your home
- Keep your phone clean - Touch screen phones are known for carrying multiple germs



**Protect Our Health**



# 11. CANTEENS

Canteens and eating facilities are areas where there is a high risk of spreading the coronavirus.

While there is a requirement to provide a means of heating food and making hot drinks, a pandemic is an exceptional circumstance and you are advised, where possible, **to bring your own lunch and flask**. This will help limit the number of touch points on microwaves, taps and kettles.

Seating areas in canteens will either be closed or limited. You should eat at your workstation, in your vehicle or outdoors.

In canteens where you can get food, one person at a time will be allowed in the canteen.

In addition, in canteens make sure you:

- Use hand sanitiser at the entrance and exit of touch point areas
- Stagger breaks to avoid congestion and contact
- Do not sit in blocked out seats. There should be one person per table and you should mind where chairs are placed between tables (so you are not sitting directly behind another person)
- There will be markers so you can keep 2m apart
- Wash your hands for 20 seconds before you eat – look out for the ‘how to wash your hands’ signs
- Make sure the table is clean before and after you use it
- Clear the table when you finish and throw away rubbish in the bin immediately
- Clean your utensils and keep your personal items with you



**Blocked seating areas and markers**



**Limitations on people entering**



## 12. SMOKING AREAS

To ensure social distancing is maintained in smoking areas:

- Break times may be staggered
- Markers will be in place to help you keep 2m apart
- Smoking areas will be cleaned regularly
- Use the ashtrays and bins
- Wash your hands when you enter office/site



## 13. VISITORS & SUB-CONTRACTORS

It is important to **restrict visitors** to sites, offices and depots. However, **where business critical visitors must go to the site, office or depot, controls are required.**

### Visitors

- They should do the online induction before they arrive
- Send critical visitors this guide and any other site or office specific information before they arrive
- They will have to do a health questionnaire and provide their contact details, including the last place visited, in case we have to do any contact tracing

### Sub-contractors

- Inform sub-contractors about office or site status before they arrive
- Send them the covid-19 Project Plan and RAMS (if required), before they arrive on site
- All sub-contractors must comply with this document and other relevant local site procedures such as RAMS
- Where applicable, start-up meetings with sub-contractors should be held online
- Sub-contractors must take part in covid-19 and all other relevant briefings and toolbox talks
- They will have to do a health declaration. A covid-19 test may be a condition of entry



# 14. TESTING

There are two types of tests - lateral flow (if you don't have symptoms) and PCR (if you do have symptoms). For the latest guidance please check the UK Gov website: <https://www.gov.uk/apply-coronavirus-test>

For home lateral flow tests our Unique Organisation Number is: **99928673**. The code for tests on projects is different.

## COVID-19 TESTING EXPLAINER

### WHO?

**EVERYONE CAN BOOK A TEST THROUGH THE NHS IN ENGLAND YOU CAN GET HOME TESTS**



**GOING TO OFFICES - YOU SHOULD TAKE TWO TESTS PER WEEK**



**MOST PROJECTS ARE TESTING ONCE A WEEK**

### WHEN TO GET A NHS TEST

If you are showing symptoms and getting an NHS test then:

- England & Northern Ireland: you have to get the test within 7 days of showing symptoms
- Scotland & Wales: you have to get the test within 5 days of showing symptoms

### TYPES



Home kit - lateral flow and PCR



Local Authority Testing Centre



Mobile testing unit

### HOW TO BOOK

- You can book yourself on the [NHS website](#)
- If you don't have symptoms book a test through your local authority

You can order or collect lateral flow tests through UK Gov website (England only)

**FIND OUT MORE AT [UK GOV](#)**

### TESTED POSITIVE?

If you have tested positive



Stay at home



Tell your line manager



Line managers must record on 2-1-2 reporting. Use the Occupational Health option on 2-1-2. Email [businesscontinuity@murphygroup.co.uk](mailto:businesscontinuity@murphygroup.co.uk) if you have any questions



Line managers must record on Success Factors and Aurora

### NOTE

- If you get a message from the NHS Track & Trace you should self-isolate and get a test. You should let your line manager know
- You may be asked by our internal track and trace to stay home
- If you or anyone in your household has symptoms then you must stay at home
- You can't get a free test if you have come to the UK from a high-risk country or if you are planning to leave the country

# 15. SUPPORT

- This is an understandable time to feel uncertain and your manager will support you
- Keep up to date with the latest information on the [Coronavirus Hub](#) on Greenspace. If you don't have access, then please check our website or ask your line manager for the information
- We have a free and confidential [Employee Assistance Programme \(EAP\) that is open 24/7](#)
- Speak to your mental health champion which should be displayed on local notice boards. They can help you find the support you need
- These briefing documents have contacts for NGOs who can give you [mental health](#) or [domestic violence](#) support
- Some sites have created a 'room to talk' – where you can find all the mental health support and/or speak to a mental health champion

## EMPLOYEE ASSISTANCE PROGRAMME (EAP)

CALL: 0800 840 4074 WEBSITE: [MURPHY.OPTIMISE.HEALTH](http://MURPHY.OPTIMISE.HEALTH)

### WHAT SUPPORT CAN YOU GET?

#### HEALTH & WELLBEING

Mental Health  
Physical  
Bereavement  
Alcohol & drug misuse  
Trauma



#### MONEY WORRIES

Debt  
Gambling  
Financial  
Wellbeing



#### WORK / LIFE

Bullying  
& Harassment  
Career/job stress  
Sickness absence  
Management support  
Sickness absence  
Work/life balance  
Personal effectiveness



#### CONSUMER & LEGAL

Family  
Neighbours  
Crime



#### CARERS

Childcare  
Eldercare



#### FAMILY & HOME

Relationships  
Children  
Social



You can get a huge amount of expert support through our EAP. The team of wellbeing and counselling practitioners offer confidential, independent and unbiased information and guidance.

They provide this in a range of ways – by telephone, on-line and through face-to-face appointments.

The EAP is available at any time of the night or day, 365 days of the year.



# 16. SYMPTOMS

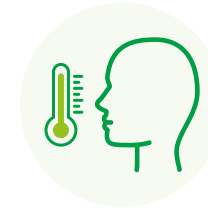
The main symptoms of coronavirus are:

- A cough
- A high temperature
- Loss of smell and/or taste

If you have any of these symptoms, don't come in to work and speak to your line manager.



**NEW,  
CONTINUOUS  
COUGH**



**HIGH  
TEMPERATURE**

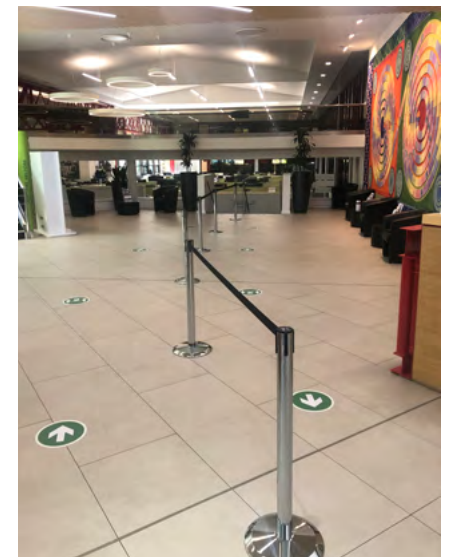


**LOSS OF  
SMELL OR TASTE**

# 17. FEEDBACK & GOOD PRACTICE

We would like to see how you have implemented good practice around your offices, sites, yards and depots.

- Please share pictures and details via the [Murphy Yammer Group](#)
- Have you implemented methods that have not already been mentioned already? Send your thoughts and ideas to [mims@murphygroup.co.uk](mailto:mims@murphygroup.co.uk)





**MURPHY**

WORLD-CLASS INFRASTRUCTURE

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