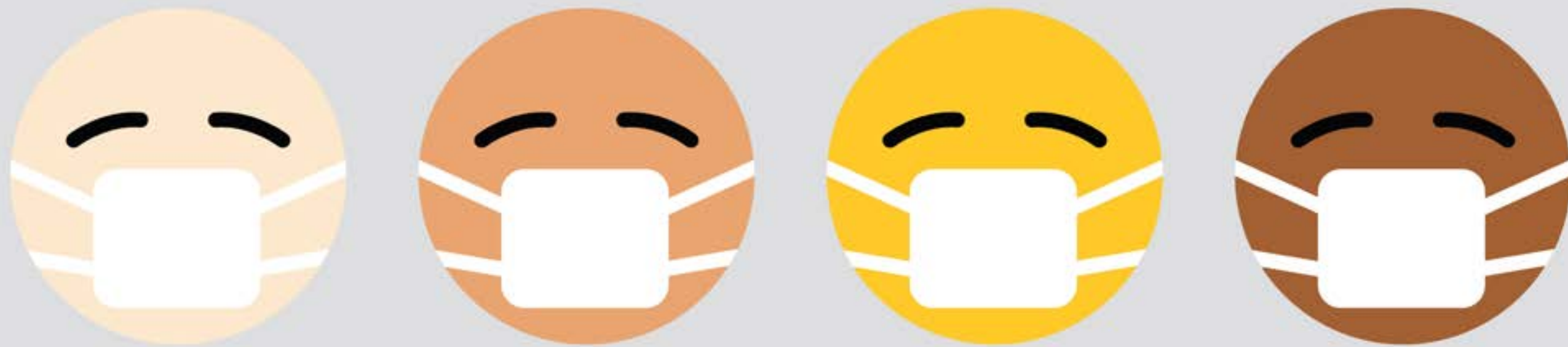




Modus guidance notes regarding the Corona Virus (Covid-19)

How Modus Workspace Ltd are planning to
continue to deliver outstanding workplaces

MODUS:



COVID-19 is a new illness that can affect your lungs and airways. It's caused by a type of coronavirus.

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature. For most people, coronavirus (COVID-19) will be a mild infection.

First and foremost, as individuals please ensure you are monitoring government and NHS advice at all times and consider this against your own personal situation with regards to work, travel and safety. If you have any concerns or queries about your situation please contact your line manager to discuss.

Modus Workspace will continue to monitor and take advice from the UK Government and this will form part of our ongoing preparation and response plans.

| SITE OPERATING PROCEDURES

Introduction

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising 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 recommendations on social distancing.

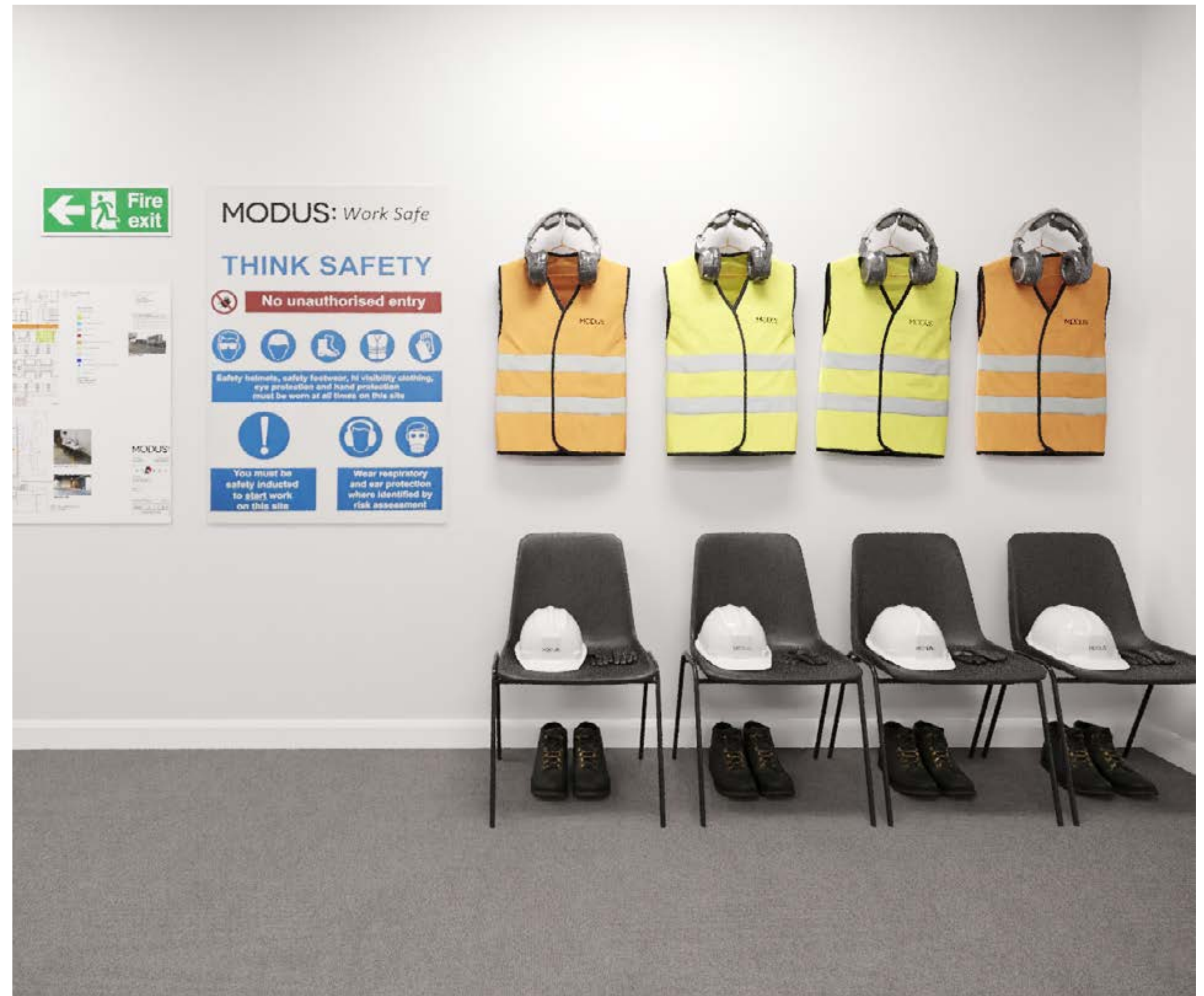
These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

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.

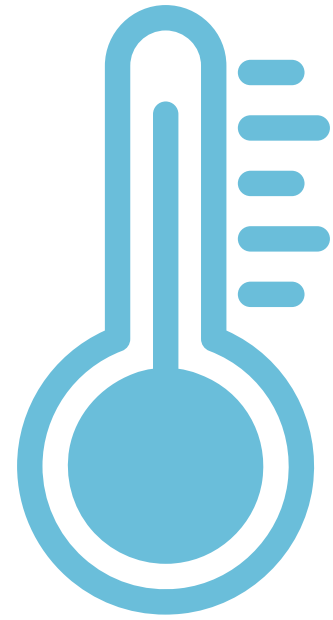
Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

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 guidance on
self-isolation



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



Return home immediately



Avoid touching anything



Cough or sneeze into a tissue

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 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
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.

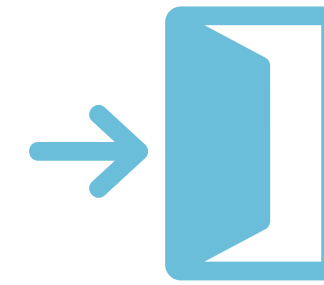
Site access points



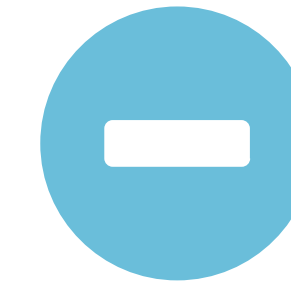
Stop all non-essential visitors



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. Biosite



Require all workers to wash or clean their hands before entering or leaving the 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



Allow plenty of space (two metres) between people waiting to enter site



Reduce the number of people in attendance at site inductions 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 if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



Canteens and eating arrangements

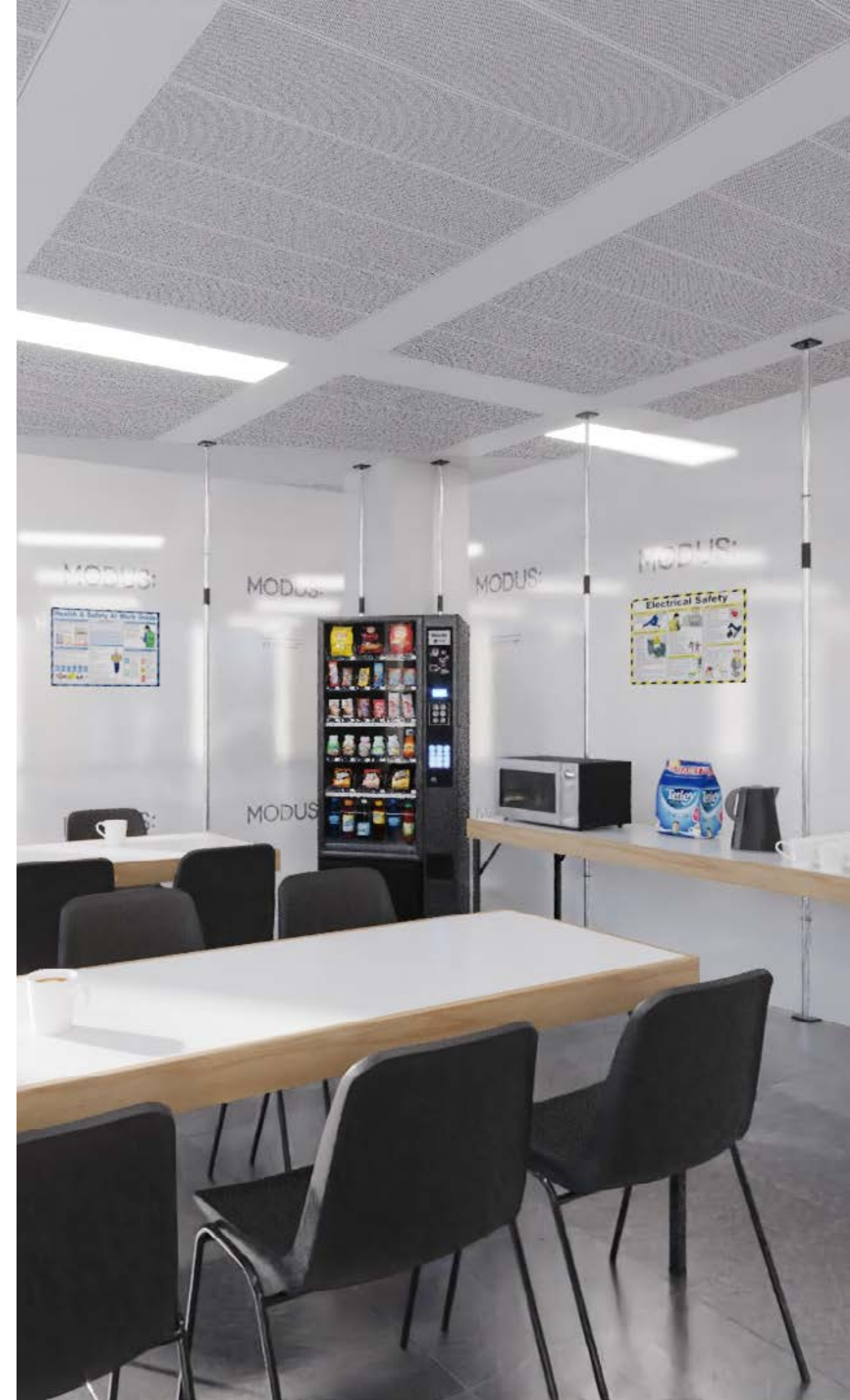
With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. should 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 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 asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit at least 2 metres apart from each other whilst eating and avoid all contact
- 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.





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 minimise contact between workers
- 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.

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be 2 metres apart from each other





Cleaning

Enhanced cleaning procedures 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
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment

**EXAMPLES OF SITE SPECIFIC
ADDITIONAL POINTS FOR
IMPLEMENTATION**

Modus Workspace are conscious that each operating site is unique and has its own considerations, so please find below examples of additional measures to be considered and implemented by the Construction and Site Managers. We actively welcome any further ideas from the project teams and will share across the business all working practices that help to keep our projects running safely and smoothly:

- Daily briefings on latest government and NHS advice with contractor's supervisors before work commences on site
- Site working times – in order to reduce the need for operatives to travel at rush hour on busy commuter trains and tubes, for sites in central London we are to enact a change to the working time so sites are to open later and close later. This should be judged on site by site basis and in consultation with our sub-contractors and the relevant supply chain partners to get their buy in and agree times that work better for all
- Display information on site notice boards and in key locations (welfare area, toilets etc) on preventive measures (templates supplied previously)
- Ensure contractors supervisors undertake toolbox talks for Covid-19 with all operatives on regular basis (attached)
- Update and revise site inductions to include information on Coronavirus and preventive measures available on site
- Staff and operatives displaying the any symptoms of coughing, fever, breathing difficulties should be sent home immediately and notify the project team and the sub-contractor
- Handshaking or physical contact must be actively avoided
- Lifts- to improve social distancing measures, site staff are not to use lifts to access their working floor (unless impractical not to), they are to use the stairs. Lifts are only to be used for materials

- Site signing in / Biosite – Biosite no longer to be used on all sites where currently in use. Paper sign in schedules should be used but this needs to be filled out by the site manager or a site labourer as we don't want people using communal pens to help avoid spread of germs. Please ensure there is adequate signage to promote this action
- Where possible individuals should be advised to keep their distance from other workers on site and not congregate in groups
- Provide a supply of tissues and a dedicated bin for disposal
- Ensure that we have hand sanitiser dispensers and signage stationed at the following locations as a minimum:
 - At point of entry to site
 - Entrance to the welfare area
 - Entrance to the site office and meeting room (where appropriate)
- Please note: On some sites we are awaiting new supplies of sanitiser which should be available early April. If you are out of supplies then please ask operatives to wash hands regularly, especially on arrival onto site and when taking breaks within the welfare area
- Increase the cleaning regime in toilets and welfare areas to ensure that all surfaces are being deep cleaned with disinfectant X6 a day
- Stagger break-times by company so that there are fewer people within the welfare areas at the same time
- Advise staff/workers to avoid gatherings and crowded places, such as pubs, clubs and theatres.
- Instruct staff/workers if one person in any household has a persistent cough or fever, everyone living there must stay at home for 14 days. Please keep a record of these individuals and communicate with their supervisor / PM.

**CORONAVIRUS INFORMATION:
HOW TO STAY SAFE.**

How do I protect myself?



Wash hands for about 20 seconds with soap and hot water or use a sanitiser gel



Use a tissue for coughs and sneezes



If you don't have a tissue use your sleeve



Throw away used tissues (then wash hands)

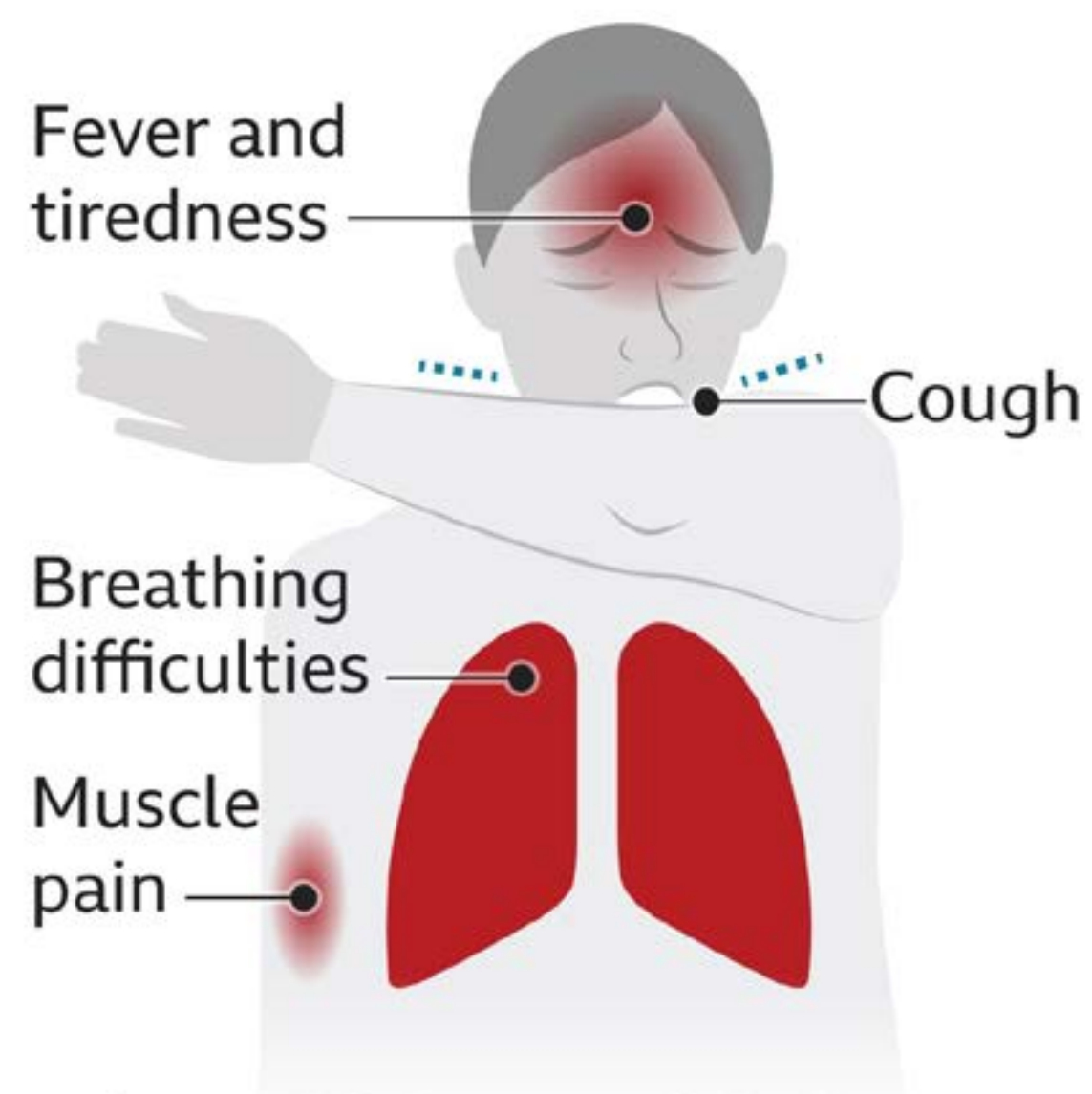


Avoid touching your eyes, nose and mouth with unwashed hands

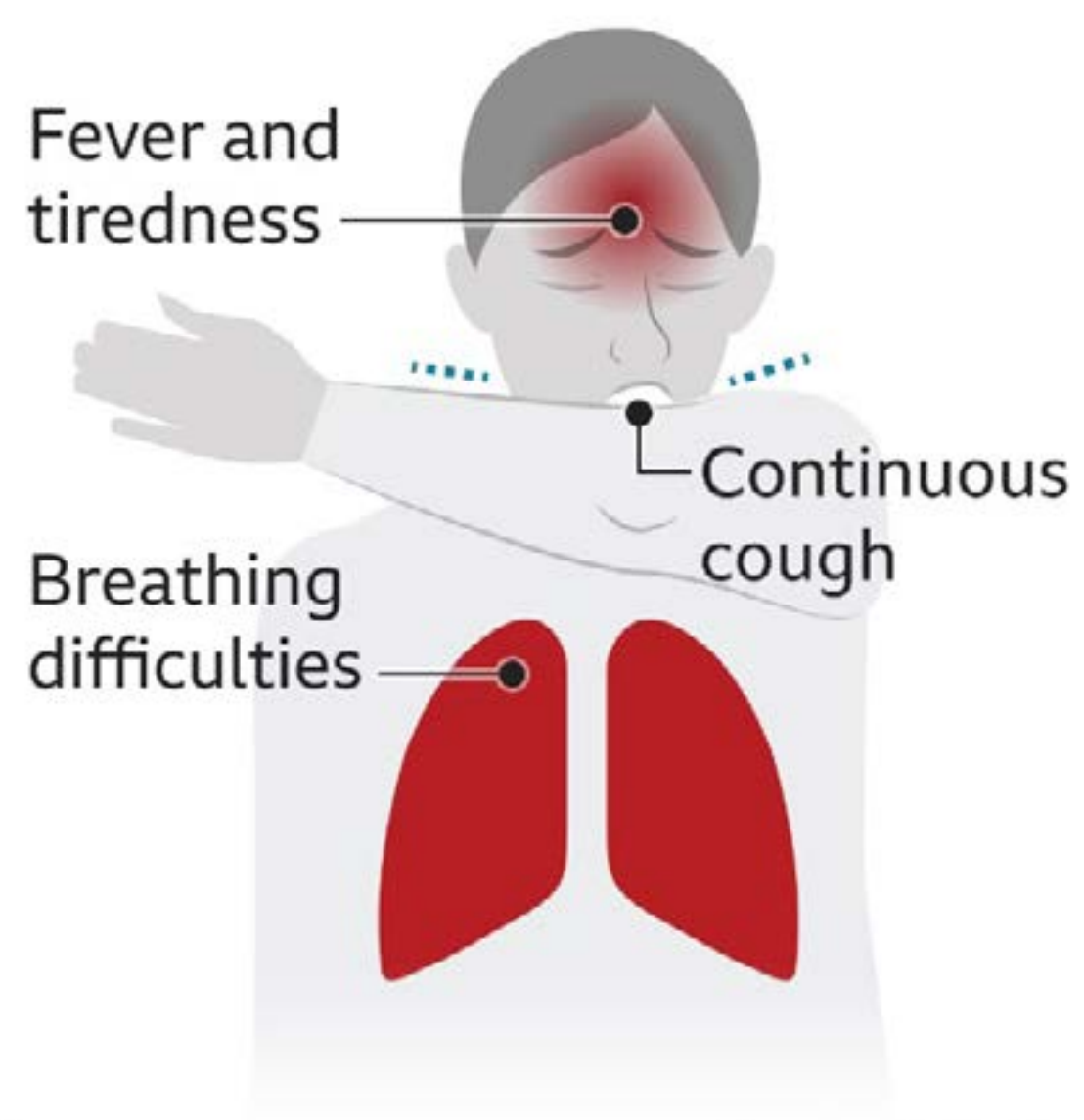


Avoid close contact with people who are unwell

What are the symptoms?



If you think you might have the virus, these are the symptoms to look out for



If you or someone you live with has a 'new, continuous' cough or a high temperature, you should all stay at home for 14 days



In England, go online to 111.nhs.uk, in other parts of the UK call 111. Do NOT go to a GP, pharmacy or hospital