

Information sheet on preventive measures for protecting against COVID-19 on construction sites

by Marc Brühlhart
Date 20 April 2020, Version 3
Subject **Preventive measures for protecting against COVID-19 on construction sites**

Rapid developments mean we have to make constant adjustments to our prevention measures. This has been taken into account in Version 3. Version 3 replaces the version dated 31.03.2020 with immediate effect.

Health is our most valuable asset – and this is particularly important at the present time, also on construction sites. In order to ensure adequate protection there against COVID-19, the following compulsory measures and provisions must be implemented and upheld. This document, based on the guidelines issued by the FOPH, the SECO and Suva, describes their implementation at Implenia; it also containing further aids to ensuring they are implemented correctly.

- Wash your hands regularly and thoroughly using water and soap or disinfectant.
- Avoid shaking hands, kissing or hugging.
- Sneeze into the crook of your arm or into a paper tissue and immediately dispose of the tissue; touch your face as little as possible.
- Gatherings of more than five persons and with less than two metres' distance are to be prevented.
- When carrying out work inside buildings or underground, only one employee may work within a zone of 10m².
- The **distance** between two persons at the work site must be **at least two metres**. If this is not possible, the contact time must be as short as possible and suitable protective measures must be implemented. This also applies where work has to be carried out in pairs. If this is not possible, work processes must be adapted and the number of persons present on building sites must be limited accordingly.
- The use of protective equipment by employees such as gloves, masks and protective goggles may be justified in certain situations.

In principle, the sequence of the protective measures should follow the STOP principle and be checked individually in each case:

- **S** stands for substitution: in the case of COVID-19, this is not possible because the source of danger cannot be eliminated.
- **T** stands for technical measures (e.g. Plexiglas panels, separate workstations, etc.)

- **O** stands for organisational measures (separate teams, changes in shift planning, adapted work processes)
- **P** stands for personal protective equipment (face masks, gloves, etc.)

If work stages are absolutely necessary in which the basic rule of a 2-metre distance cannot be observed (e.g. because subsequent work processes would otherwise be completely impossible), employees must be equipped with hygiene masks and protective goggles. Workers must be instructed in the correct use and disposal of hygiene masks. Such work must be limited to two hours per day. If hygiene masks and/or protective goggles are not available, such work may not be carried out. The wearing of hygiene masks may only be considered as an alternative once all technical and organisational measures have been exhausted.

For work which requiring a FFP2 or FFP3 dust mask based on the risk assessment, such masks may not be replaced with hygiene masks.

There is no general obligation to wear face masks for protection against COVID-19.

- The distance rule must also be applied in break rooms and canteens. In recreation rooms, it should be possible to comply with the distance rule by removing some chairs or by using the facility at staggered times. Alternatively, break times should be organised on a staggered basis. In a container measuring 2.5 x 6 metres, no more than two persons may be present at the same time.
- **Hand washing is the most important measure for protecting** against infection. Access to soap and running water must therefore be safeguarded on the construction site at all times. Please additionally also provide hand disinfection that is regularly refilled.
- **Regular hand washing is a must for ALL** (employees, contractors and customers) especially immediately after arrival at the work site, before and after breaks, before and after using toilet facilities and before and after meetings.
- **Sanitary facilities**, particularly also mobile toilets, must be cleaned thoroughly several times a day, including door handles.
- A **sufficient supply of paper towels and soap** must be provided. On work sites where this is not possible, hand disinfection must be provided that is regularly refilled.
- **Employees with coughs, sore throats, shortness of breath with or without a temperature, feverishness or muscle pain** must stay at home and immediately be sent home if these symptoms appear. No employee may be allowed to work when sick.
All preventative measures must be clearly communicated to all employees in the corresponding languages. Please take note of the corresponding posters that can be downloaded on the Intranet in several languages.
- If **work tools** are needed by several employees, it must be ensured that the tasks performed with them or the work tools themselves are assigned to one person or that the work tools are disinfected before being passed on to the next person. Employees using tools requiring central storage must regularly wash or disinfect their hands. In addition, gloves should be worn. These must also be cleaned. Please observe the information sheet entitled "Cleaning of tools and use of gloves" in the annex.

- Employees should **not share bottles, cups, glasses, crockery or utensils**; provision must be made for crockery to be washed with soap and water after use.

Particularly endangered persons

Particularly endangered persons are those over 65 years of age and/or suffering from high blood pressure, diabetes, cardiovascular disease and chronic respiratory disease as well as those subject to disease or therapy that weakens the immune system and those suffering from cancer. Implenia takes its duty of care and therefore the protection of its employees very seriously, which is why each individual case must be carefully examined.

1. Particularly endangered persons should carry out their work from home wherever possible.
2. If this is not possible, those in question should be assigned equivalent substitute work that can be performed from home, wherever possible.
3. If presence on site is wholly or partly indispensable for operational reasons, such employees may be deployed on site in the usual way. The following protective measures are to be observed:
 - a. The workplace is designed in such a way that any close contact with other persons is excluded, namely by providing a single room or a clearly delimited working area, taking into account the minimum distance of 2 metres.
 - b. In cases where close contact cannot be avoided at all times, appropriate protective measures must be taken according to the **STOP principle** (substitution, technical measures, organisational measures, personal protective equipment).
4. If it is not possible to deploy the employee concerned in accordance with the above-mentioned points 1-3, they should, in deviation from the employment contract, be assigned an equivalent substitute work on site for the same remuneration where the requirements of point 3 (a) and (b) can be fulfilled.
5. The employee concerned must be consulted before the envisaged measures are taken. The respective line manager, the respective HR Business Partner and Health Management are to be involved.
6. The employee concerned may refuse to take on a job assigned to them if the conditions set out in points 1-4 are not met or if, despite the measures taken in accordance with points 3 and 4, the employee considers the risk of coronavirus infection to be too high for them for particular reasons. The employer may require a medical certificate to be submitted.
7. If it is not possible to deploy the employee concerned in accordance with points 1-4, or if the employee refuses the assigned work in accordance with point 6, the employee is to be released from work with continued payment of salary.
8. Employees assert their claim to being particularly endangered by submitting a personal statement. The employer may require a medical certificate to be submitted.

Recommendations for the transport of persons to, from and on construction sites

The following recommendations are intended to help enable the requirements concerning distance from other persons also to be upheld during necessary transportations of persons. Managers are responsible for taking appropriate decisions depending on the situation at hand.

Principles:

- Consistently uphold hygiene measures.
- Regularly wipe door handles and the steering wheel with disinfectant if more than one person is using the vehicle.
- Employees suffering from a cough, sore throat, shortness of breath with or without fever, feverish feeling or muscle pain are not allowed to travel under any circumstances. The number of persons travelling must be restricted.

- Avoid the use of public transport as much as possible.
- Please ensure that the construction site has enough parking spaces. These must be within walking distance (approx. 1 km).
- Reduce the number of people in the vehicle by making several trips or using several vehicles (see variants 1 & 2). An assessment should also be made as to whether work can be started on a staggered basis. As soon as the distance of two metres between 2 persons cannot be maintained, the use of a hygiene mask and protective goggles is necessary.

Variant 1: Use of private vehicles driving directly to the construction site

- In the event of use by two persons, a maximum of one person per row of seats using a hygiene mask and protective goggles.
- Assumption of parking costs if it is not possible to park on the construction site.
- Contact the local authorities if necessary for a parking space / use of parking zones / business card behind windscreen.

Variant 2: Restriction of number of persons per passenger transport vehicle

- A maximum of one person per row of seats using a hygiene mask and protective goggles.
- They should sit as far apart as possible.
- Switch on ventilation / do not open windows (provides ventilation but also causes turbulence)
- Use several vehicles wherever possible and release further vehicles for transport purposes if necessary.
- Regularly clean/disinfect vehicles (door handles, steering wheel etc.).
- Rent vehicles if necessary in order to cover increased demand.
- A shuttle service with one driver is possible (plan several journeys).

Important information about working hours: Shift work can be introduced wherever possible in order to stagger the transport logistics.

Important information about masks: Viruses are transmitted via droplet infection. The most frequent transmission route via the mouth, nose or eyes is hand contact. For this reason we must pay particular attention to hand hygiene as described here. As such, wearing a protective suit or constant change of work clothing does not provide any effective benefit in terms of protection from transmission.

Information sheet on the cleaning of tools and use of gloves

by Marc Brühlhart
Date 31 March 2020
Subject **Cleaning of tools and use of gloves**

A spreading of coronavirus via tools, machines and devices used by multiple persons cannot be ruled out. Implenia is therefore taking measures to reduce this risk on construction sites and in depots. Many devices and machines (such as electric appliances) cannot be disinfected and cleaned in a simple manner so that a different working method and approach is required here in order to reduce the risk.

Basic measures

- Handheld tools such as hammers, screwdrivers, double metre sticks, handsaws etc. are wherever possible only to be assigned personally and only to be touched and used by this person at all times. These tools must be cleaned once daily under running water with soap (as when hand washing) and then dried.
- In the case of machines such as diggers, dumpers, forklifts, rollers, angle grinders etc. whose operating devices (steering wheels, levers, handles) are handled by more than one person, these must be wiped three times a day and whenever there is a change of operator with a clean disposable cloth and disinfectant (sparingly!).
- Door handles, steering wheels and support straps of passenger and material handling vehicles must be wiped three times a day with a clean disposable cloth and disinfectant (sparingly!).
- With immediate effect, gloves must be worn for all work (except when working with machines containing rotating parts such as drilling machines) involving the use of tools on construction sites and in depots (see below).

Wearing gloves – but which?

- The normal construction gloves available must be worn. Textile gloves that are coated on the front are particularly suitable. Leather gloves are moderately suitable.
- Latex and nitrile gloves of the sort used by doctors and in hospitals are unsuitable for construction.



- The depots have some reserve stocks of gloves but we must also use these sparingly. Gloves must be cleaned and reused.

Care/cleaning of gloves

- Each employee must clean their gloves in the evening before leaving work under running water with soap. This should ideally take place while the gloves are still being worn.

- After being safely removed, the gloves should be hung up to dry and can be used again on the next day.

Correctly putting on and removing gloves

- When removing gloves, touching the outside of the gloves with the bare hand is to be avoided. To ensure this, first remove the fingers of one hand from the glove until reaching the palm (figures 1A + 1B) and then use this hand to remove the other glove (figure 2).



Figure 1A



Figure 1B



Figure 2



Drying

At the end of the procedure, wash your hands thoroughly with soap and water as normal.

Information sheet on the use of protective masks for virus protection

by Marc Brühlhart
Date 20 April 2020
Subject **Use of protective masks for virus protection**

The use of protective equipment by employees such as gloves, masks and protective goggles may be justified in certain situations. This can be and in some cases is recommended or required by the authorities. Respirator masks can be deployed in such cases. This information sheet provides tips on the handling and use of protective masks for virus protection.

Basics:

- Hygiene masks (surgical masks) are medical articles. They primarily serve not to protect the wearer but to protect the people around this person in particular against cough or saliva droplets. However, these masks are useless against dust and particles.
- Dust masks FFP2 and FFP3 (highest protection class) have been designed as protection masks against fine dust, and many models contain an exhalation valve that makes them easier to wear as the exhaled air is led away directly and unfiltered through the valve.
- Dust masks FFP2 and FFP3 can also ensure a certain degree of protection of the wearer from viruses. However, in order to ensure this limited protection it is essential to pay strict attention to safe and absolutely correct handling.
- All the masks mentioned are disposable masks. They become moist on the inside due to the exhaled air of the wearer and saliva droplets. The wearing time of the mask is therefore reduced particularly in the case of heavy manual labour. As a rule of thumb, the mask can be used for a maximum of half a day, after which it must be disposed of.
- Please note: reuse of any kind is dangerous and prohibited particularly when being deployed against viruses. In other words, once a mask has been put on it may not under any circumstances be removed and used again at a later stage.

Putting on protective masks

General note: The instructions of the applicable model must always be read and strictly adhered to. Beards can result in the mask not sitting exactly on the face and therefore not being sealed.

- Hold the mask in one hand. Place the lower strap away from you so that the upper strap is almost adjacent to the half-mask.
- Slightly preform the nose clip in the centre (metal or plastic bracket).
- Place the mask under your chin and above your nose. Pull the lower loop over the head so it sits around the neck or ears (depending on the model)
- Attach the upper strap to the back of your head (depending on the model).
- Adjust the length of the straps so that the mask sits comfortably on your head and the tension is evenly distributed.
- Use both hands to adjust the nose clip to the shape of your nose.
- In the case of FFP2 and FFP3:
 - In order to check that it is tight, clasp the half-mask with both hands and if necessary close the exhalation valve. Breathe out vigorously.

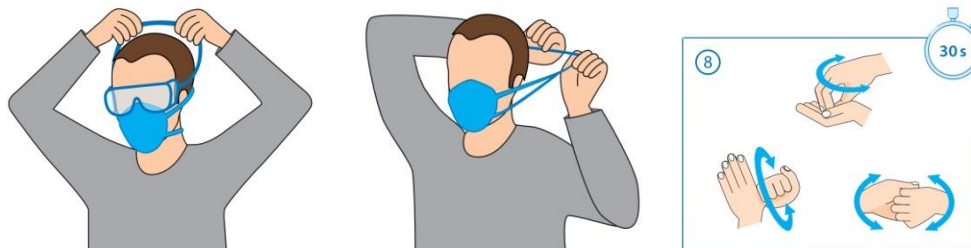
- Should air escape around your nose, adjust the nose clip again. Should air escape at the edges, adjust the mask and check that the straps are sitting properly on your head.
- Always wear a compliant pair of protective goggles with the mask (personal glasses are not protective goggles and offer very poor protection).

Use of the mask

- The outside of the mask may not be touched. Do not touch your face.
- If the interior of the mask becomes too moist and therefore uncomfortable to wear or the breathing resistance increases noticeably, you should exchange the mask for a new one.

Removing the mask

- When removing the mask, do not under any circumstances touch the external surfaces but use the straps on your head to pick up and remove the mask forwards away from your face.
- The mask must be disposed of immediately and directly in a closed waste bin with a disposal bag.
- Do not put down the used mask anywhere and only touch the mask on its straps.
- At the end of the procedure, wash your hands thoroughly with soap and water as normal.



Central **Implenia hotline** for any questions or concerns you and/or your staff might have (Monday-Friday, 8 a.m. – 5 p.m.): **058 474 74 78**

Contact for **media inquiries**:

Corporate Communications, 058 474 74 77, communication@implenia.com

Contact for **trade union** inspections:

Please contact your Legal Business Partner

Additional documents can be found on the [Coronavirus landing page](#) on the Intranet.