

SITE OPERATION PROCEDURES DURING THE CORONAVIRUS PANDEMIC

Revision B – 20th July 2020

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1. Introduction

Organ builders operating on site during the coronavirus pandemic need to ensure they are protecting their workforce, the local community and minimising the risk of spreading infection.

This guidance is intended to introduce consistent measures for sitework in line with the Government's recommendations on social distancing and practice on construction sites. It is additional to the risk assessments and method statement that should be in place for site work in normal times. It is not intended as guidance for use in organ builders' own premises where it is the responsibility of employers to operate a safe regime.

The health and safety requirements of any organ building or tuning activity must also not be compromised at this time. If an activity cannot be undertaken safely due, for example, to

social distancing being implemented (but see section 7) or a staff shortage due to illness, it should not take place.

These are exceptional circumstances and the trade must comply with the latest Government advice on coronavirus at all times. This is subject to change as the pandemic evolves and this document will be updated accordingly.

2. Self-isolation

Anyone who meets one of the following criteria should stay at home:

- 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.

Further advice can be found online at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

3. Procedure if someone falls ill

If a member of staff 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.

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

4. Travel

Wherever possible, staff should use their own transport, travel alone and avoid the use of public transport. Where possible, park on-site and arrange a parking space in advance.

Arrangements should be in place to transport anyone who feels ill to their home.

5. Site access

The number of workers operating at any one time on site should be kept to the minimum consistent with safe working practices and working within coronavirus limitations. Extended time on site or shift working should be considered to achieve this.

Arrangements should be made in advance for access to the site without compromising social distancing or endangering the local community eg a key left in an agreed place. Wash or sanitise hands before and after handling keys and door handles etc.

6. Work on site

Surfaces that may have been touched by others should be sanitised on arrival and again before leaving site. These typically include organ keyboards, stop knobs or tabs, start/stop switches and other console controls. Methylated spirits (denatured alcohol), as normally used for cleaning, contains a high percentage of alcohol and is suitable for the purpose.

Work at the console should be restricted to one designated member of staff to avoid cross-contamination.

7. Avoiding close working

There will be situations where it is not possible or safe for staff to distance themselves from each other by 2 metres. These general principles apply: -

- Non-essential physical work that requires close contact between staff should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between staff
- Re-usable PPE should be thoroughly cleaned after use and not shared between staff
- Single use PPE should be disposed of so that it cannot be reused

8. Protecting others

Contact with others using the church should be minimised and temporary barriers used where appropriate. Meetings should be held by phone or online wherever possible. Where meetings in person are unavoidable, attendees should be spaced 2 metres apart, held outdoors or in well ventilated rooms.

9. 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
- Tables used for eating or drinking
- Mobile phones

10. Toilet facilities

Wash hands before and after using the facilities and pay attention to sanitising door handles, locks and the toilet flush.

11. Eating arrangements

Avoid using the church's communal kitchen facilities. It is expected that staff will be travelling daily from home and should therefore take their own packed lunches, tea, coffee, mugs, kettle etc. Break times should be staggered to avoid close contact with others. Hand sanitisers should be made available in any rooms used for eating.