



**MJ CONROY**  
**CONSTRUCTION**



Protocols

## Amendments Control Page

Revision Number	Revision Date	Revision Detail	Prepared by
Revision 0	24/04/20	<ul style="list-style-type: none"> <li>Initial issue for review</li> </ul>	David Conroy
Revision 1	07/05/20	<ul style="list-style-type: none"> <li>Section 5 added.</li> <li>Change to not having mandatory requirement for use of gloves for close working. Gloves remain task specific requirement.</li> </ul>	David Conroy
Revision 2	15/05/20	<ul style="list-style-type: none"> <li>Introduction updated</li> <li>Section 3 added</li> <li>Section 7 updated</li> <li>Section 18 updated</li> <li>Appendix 1 added</li> </ul>	David Conroy
Revision 3	25/06/20	<ul style="list-style-type: none"> <li>Use of Face Masks/ Face Coverings updated.</li> <li>Use of Face Gaiter added as a face covering option in Section 8.</li> <li>OFA Covid-19 awareness training added to section 14</li> </ul>	David Conroy
Revision 4	14/10/20	<ul style="list-style-type: none"> <li>Renamed document as "site protocols" instead of "site plan"</li> <li>Introduction updated</li> <li>Section 4 – updated</li> <li>Section 5 – updated</li> <li>Section 8 – updated</li> <li>Section 11- updated</li> </ul>	David Conroy
Revision 5	01/12/20	<ul style="list-style-type: none"> <li>Section 6 updated</li> <li>Section 14 – symptoms chart updated</li> <li>Section 15 – updated</li> <li>Section 18 – Support &amp; Advise added</li> <li>Section 19 – Self Declaration form updated</li> </ul>	David Conroy
Revision 6	02/06/21	<ul style="list-style-type: none"> <li>Introduction updated</li> <li>Section 3 updated</li> <li>Section 20 updated</li> <li>Sections 18 &amp; 19 added</li> <li>Covid-19 Declaration Form Updated</li> </ul>	David Conroy
Revision 7	20/07/21	<ul style="list-style-type: none"> <li>Revision to most common symptoms of Delta variant</li> </ul>	David Conroy
Revision 8	14/12/21	<ul style="list-style-type: none"> <li>Introduction updated</li> <li>Antigen Testing section – section 4</li> <li>Close contact of a confirmed case added – section 17</li> <li>Table removed from section 15</li> </ul>	David Conroy
Revision 9	31/01/22	<ul style="list-style-type: none"> <li>Amalgamated Document – previously separate protocol documents for site and office work</li> <li>Entire review of document in line with government issued <b>Transition Protocol Good Practice Guidance for Continuing to Prevent the Spread of Covid-19</b></li> </ul>	David Conroy









### 03. Employer- Worker Engagement, Communication & Training

Strong communication and a shared collaborative approach between employers and workers is key to protecting against the spread of COVID-19 in the workplace. As an employer, MJ Conroy will engage regularly with workers about COVID-19 and preventative measures in the workplace. Information and guidance will be provided which will include signs and symptoms of COVID-19. A shared responsibility and collaborative approach to implement the measures contained in this protocol is required.

#### Training & Induction

MJ Conroy have appointed a minimum of one compliance officer at each workplace. The person(s) undertaking this role will receive necessary training on what the role entails and how they are to implement it.


#### Mental Health & Wellbeing

MJ Conroy will provide employees access to the Spectrum Life Employee Assist Programme (EAP). This programme is a confidential 24/7 service made available to company employees and their families, providing support for those who may have gone through traumatic events such as serious illness or death of a relative or friend, or be experiencing difficulties with their personal relationships, financial and wellbeing.







<p><b>DO:</b></p> <p>Wash your hands properly and often. Hands should be washed:</p> <ul style="list-style-type: none"> <li>▶ <i>after coughing or sneezing</i></li> <li>▶ <i>before and after eating</i></li> <li>▶ <i>before and after preparing food</i></li> <li>▶ <i>if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)</i></li> <li>▶ <i>before and after being on public transport if you must use it</i></li> <li>▶ <i>before and after being in a crowd (especially an indoor crowd)</i></li> <li>▶ <i>when you arrive and leave buildings including your home or anyone else's home</i></li> <li>▶ <i>before having a cigarette or vaping</i></li> <li>▶ <i>if your hands are dirty</i></li> <li>▶ <i>after toilet use</i></li> </ul> <ul style="list-style-type: none"> <li>▶ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.</li> <li>▶ Put used tissues into a bin and wash your hands.</li> <li>▶ Clean and disinfect frequently touched objects and surfaces.</li> </ul>	
<p><b>DON'T:</b></p> <ul style="list-style-type: none"> <li>▶ Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>▶ Do not share objects that touch your mouth – for example, bottles, cups.</li> </ul>	

## Face Masks/ Face Coverings

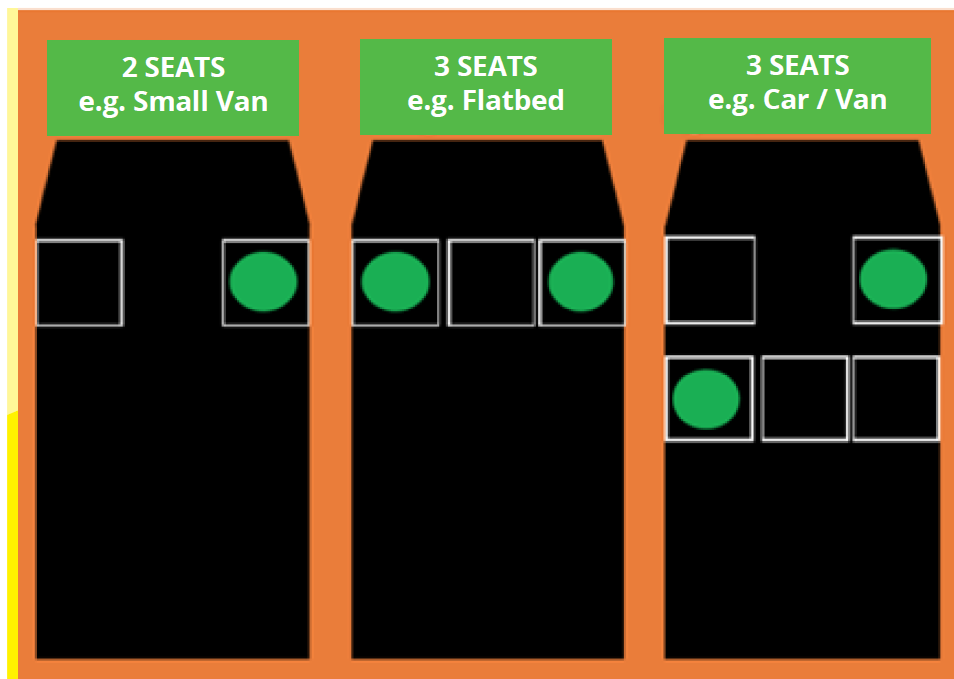
Face masks/ face coverings are now not required except in the following circumstances.

- Deemed necessary as a result of risk assessment undertaken as part of a method statement (RAMS) or Safe Plan of Action (SPA).
- Working in congested/ restricted area such as in meeting room setting
- More than one person travelling in company vehicle

## 06.Travelling in Vehicles

- Single occupancy is preferable traveling to and from work and during work.
- Where there must be more than one person in the vehicle ensure persons sit as far apart as the vehicle allows.
- Face masks/ face coverings to be worn where there is more than one person in a vehicle.

### RECOMMENDED MAXIMUM ROAD VEHICLE OCCUPANCY



## 07. Prevention of Cross Contamination

### Control Measures

- Ensure sanitary station is positioned at workplace entrance points and that they are maintained
- Regularly clean common contact surfaces at site entrance/ exit, offices, canteen, welfare facilities.
- Minimise attendance at site inductions/ talks. Where possible inductions should be completed remotely prior to operatives attending site.
- Where possible touch points should be minimised with “handsfree” approach where possible.

### Cleaning to Prevent Contamination

Enhanced cleaning is recommended to prevent cross-contamination particularly in communal areas and at touch points including:

- Hand wash facilities
- Toilets/ site welfare facilities
- Eating facilities
- Door handles and push plates
- Handrails
- Lift and hoist controls
- Machinery and equipment controls
- IT and office equipment
- Increased emptying of rubbish / refuse points

Cleaning materials/ wipes to be disposed in designated bins and emptied regularly.

### Vehicles/ Plant, Tools and Equipment



Examples of Stickers to Promote Controlled use of Mobile Plant & Machinery

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## 08. Compliance Officer

The appointment of Compliance Officers for workplaces in line with Government’s recommendations to monitor compliance and provide guidance on the implementation of Covid-19 preventative measures outlined in this document. The number of Compliance Officers required will depend on the size of the site, number of personnel and the work activities to be monitored.

### Role of the Compliance Officer

- It is the role of the officer to monitor and provide guidance on the implementation of Covid-19 preventative measures.
- On construction sites, the officer will be identifiable with a COVID-19 Compliance Officer Hi-Vis Vest.
- The person undertaking the role must receive training in what the role entails.
- It is very important that ensuring the compliance control measures is not the sole responsibility of the Compliance Officer. Their role is supported by all site management and workers.
- The name of the compliance officers on each construction site will be identified to all at site specific induction.

### Responsibilities of the Compliance Officer

#### Proactive Day to Day Duties

- Monitor compliance with control measures.
- Ensure there is up to date signage and information erected on site on COVID-19 to educate and inform operatives.
- Ensure regular cleaning of welfare facilities, handrails etc.
- Ensure stocks of handwash/ sanitisers/ cleaning solutions are replenished when required.
- Check hot water and drying facilities
- Make representations to site management with regards to any COVID-19 concerns raised on site by personnel to the Compliance Officer.
- Report any concerns and non-compliance to site management
- Keep up to date with HSE guidelines

#### Reactive Day to Day Duties

The primary role of the Compliance Officer is in a proactive manner to prevent the spread of COVID-19 virus on site.

However, there is the potential where an individual on site may develop symptoms of COVID-19 and where the Compliance Office needs to react.

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## 09. Welfare and Communal Areas

### Canteen

Whilst there is a requirement for our workplaces to provide a means for heating food and making hot drinks, a pandemic is an exceptional circumstance which means we will have to look at these facilities differently.

Workers should be advised where possible to bring a packed lunch to help reduce transmission points on microwaves and water heating points, fridges etc.

- Everyone is encouraged to wash their hands before eating.
- Hand cleaning and sanitizing should be readily available.
- Tables to be cleared when finished eating.



## 11. First Aid

COVID-19 infects a person through contact with the mucous membranes. First Aiders must think of these as being the nose, eyes and mouth.

It does not infect through the skin

The greatest risk is transfer of the virus to the mucous membranes (nose, eyes or mouth) by contact of contaminated hands (including contaminated gloved hands) with the mouth, eyes or mouth.

The key intervention to prevent the risk of spread is to minimise hand contamination, avoid touching your face and clean hands frequently.

There is also a significant risk of transfer of the virus by droplet transmission to the nose, eyes or mouth (mucous membranes). This risk is managed by the first aider using appropriate PPE (mask and eye protection) and by providing the injured / ill person with a mask to cover their nose and mouth when administering first aid.

If the first aider can avoid close contact with a person who may require some level of first aid, then do so. Obviously, this may not be possible in the event of having to provide lifesaving measures.

First aiders will need to familiarise themselves with the symptoms of COVID-19 per the table above and perform a dynamic risk assessment based on the scenario you are presented with.

### Key Control Measures for First Aiders

- Practice standard infection control precautions when responding to a first aid incident; handwashing or alcohol-based hand gel to be used before and after administering first aid treatment.
- Any person who presents with symptoms consistent with COVID-19 should be treated as a suspected case.  
In such cases move the person to an isolated room to minimise risk of infection transfer to others.
- Where possible only first aider to provide first aid assistance / support.
- First aider to use face mask and eye protection when responding to all first aid incidents where close contact cannot be avoided. And have a mask available to give to the person who is getting the first aid treatment.
- If a first aider is responding to a cardiac arrest, the first aider should not listen or feel for breathing by placing their ear or cheek close to the persons mouth.
- Commence compression only CPR until help arrives.
- People with minor injuries (cuts, abrasions, sprains, etc.) should avoid close contact with the first aider. The first aider should advise the injured person what steps to take to treat their injury.







## 14. Vaccinations

The Covid-19 vaccine helps your body to protect itself by making antibodies to fight the virus.

Even after you are vaccinated, continue to follow public health advice on how to stop the spread of COVID-19 (e.g. continue social distancing, wearing a face covering and washing your hands properly and often).

The vaccine ONLY protects the individual from the disease; there is not yet sufficient evidence to confirm that a vaccinated person cannot carry pass the virus onto others. Current guidance is that individuals are considered fully vaccinated for COVID-19 at the following intervals:

- 15 days after the second AstraZeneca dose
- 7 days after the second Pfizer-BioNTech dose
- 14 days after the second Moderna dose
- 14 days after the single Janssen dose.

## 15. International Travel

Arrangements for international travel are subject to regular changes. For the most up-to-date information on international travel, visit the webpage of the Department of Foreign Affairs:

<https://www.dfa.ie/travel/travel-advice/coronavirus>

or the Government of Ireland’s COVID-19 Travel Advice:

<https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/>

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## 16.Support & Advise

MJ Conroy provides employees with the support services of **Spectrum Life Employee Assist Programme**. The programme is made available to all employees and their family members over the age of 16 years. It is available 24/7, 365 days of the year. It is a confidential telephone and web-based programme.

Free phone number 1800 903 542

Through online portal. <https://eap.spectrum.life> . Access Code: EAPSPECTRUMLIFE

And through the Construction Industry charity, **The Lighthouse Club**, a 24/7 confidential telephone support service is available to all employees and workers in the industry. Telephone 1800 939 122



### Other Support Services

#### Healthy Ireland

A government lead initiative aimed at improving the health & wellbeing of everyone living in Ireland.

[www.gov.ie/en/campaigns/together](http://www.gov.ie/en/campaigns/together)

#### 50808

HSE service. 50808 is a text-based mental health service. A free 24/7 text service.

#### Pieta House

Freephone 1800 247 247 or text 'HELP' to 5144

