





Protocols





Amendments Control Page

Revision Number	Revision Date	Revision Detail	Prepared by
Revision 0	24/04/20	 Initial issue for review 	David Conroy
Revision 1	07/05/20	 Section 5 added. 	David Conroy
	, ,	• Change to not having mandatory requirement for use of	,
		gloves for close working. Gloves remain task specific	
		requirement.	
Revision 2	15/05/20	 Introduction updated 	David Conroy
		 Section 3 added 	
		 Section 7 updated 	
		 Section 18 updated 	
		 Appendix 1 added 	
Revision 3	25/06/20	 Use of Face Masks/ Face Coverings updated. 	David Conroy
		 Use of Face Gaiter added as a face covering option in 	
		Section 8.	
		 OFA Covid-19 awareness training added to section 14 	
Revision 4	14/10/20	 Renamed document as "site protocols" instead of "site 	David Conroy
		plan"	
		 Introduction updated 	
		 Section 4 – updated 	
		 Section 5 – updated 	
		 Section 8 – updated 	
		 Section 11- updated 	
Revision 5	01/12/20	 Section 6 updated 	David Conroy
		 Section 14 – symptoms chart updated 	
		 Section 15 – updated 	
		 Section 18 – Support & Advise added 	
		 Section 19 – Self Declaration form updated 	
Revision 6	02/06/21	 Introduction updated 	David Conroy
		 Section 3 updated 	
		 Section 20 updated 	
		 Sections 18 & 19 added 	
		 Covid-19 Declaration Form Updated 	
Revision 7	20/07/21	 Revision to most common symptoms of Delta variant 	David Conroy
Revision 8	14/12/21	 Introduction updated 	David Conroy
		 Antigen Testing section – section 4 	
		 Close contact of a confirmed case added – section 17 	
		 Table removed from section 15 	
Revision 9	31/01/22	 Amalgamated Document – previously separate protocol 	David Conroy
		documents for site and office work	
		 Entire review of document in line with government 	
		issued Transition Protocol Good Practice Guidance for	
		Continuing to Prevent the Spread of Covid-19	

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This latest revision to the protocols amalgamates both the site and office work protocols which were previously separate documents into one document.

The contents of this protocol are based on the recommendations in the Standard Operating Procedures developed by the CIF, Construction Industry Federation; *Construction Sector C-19 Pandemic Standard Operating Procedures and* the Government of Ireland *Transition Protocol Good Practice Guidance for Continuing to Prevent the Spread of Covid-19, issued on 31 January 2022.*

https://www.gov.ie/en/publication/63ba6-transitional-protocol-good-practice-guidance-forcontinuing-to-prevent-the-spread-of-covid-19/

As of January 21^{st,} 2022, the management of the pandemic in Ireland is in transition with the lifting of many restrictions by the government. With this is mind, these protocols have been updated.

MJ Conroy will continue to adhere to government and industry requirements and will continue to advise and communicate with its employees, clients and key subcontractors as the situation with the pandemic evolves into the future.

Compliance with this protocol is required by all personnel for safe working at MJ Conroy workplaces

As this is any evolving global emergency, this document will be updated as necessary as guided by revised recommendations and advisories.

From early December 2021, all company employees are issued with antigen test kits and are requested to carry out an antigen test every second workday morning (Monday, Wednesday & Friday) before attending work. And in the event of a positive test result or being a close contact of a confirmed case, the employee is advised to follow HSE guidance.

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Safety Statement

The company and workplace specific Safety Statements have been updated in consideration of COVID-19.

Risk Assessment Method Statements (RAMS) & RA

The Library of Risk Assessments has been revised to include a specific COVID-19 Risk Assessments (RA 71 & RA 72).

RAMS for all works on site will be reviewed to address the risk of COVID-19 and the associated control measures required.

It will be a requirement of subcontractors to ensure their RAMS include risk assessment for COVID-19 where deemed necessary.

Construction Stage Health & Safety Plan

The Construction Stage Health & Safety Plan will be updated to outline measures being taken as detailed in this document.

Safe Plans of Action (SPA)

SPA's are updated to include reference to COVID-19 and the control measure to be adhered to on site.

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02.Site Management Responsibilities

For the purpose of this protocol, any company staff with supervisory responsibilities is classified as site management.

Management must risk assess and manage safety and health hazards in the workplace. In this context it is the responsibility of management to manage and instruct site workers on the various COVID-19 control measures identified in this protocol and ensure compliance with these.

Site management are responsible for ensuring that all personnel on site including subcontractor's management are made aware of the COVID-19 specific requirements as outlined in this protocol.

- Ensure the appointment of a COVID-19 Compliance Officer from the management team on each site.
- That COVID-19 is risk assessed where necessary in RAMS/ SPAs
- That RAMS and SPAs are reviewed and communicated.
- To ensure welfare facilities are set up to allow for good hygiene requirements identified in this protocol and that they are adhered to.
- Assessing work scenarios to ensure that key requirements are implemented such as PPE controls, hygiene. This will be achieved by regular audits/ inspections.

Site Workers

It is important that each worker knows how to work safely during the pandemic. Site management must guide workers during the workday to ensure that they are complaint with the requirements.

Office Workers

It is important that each worker knows how to work safely during the pandemic. Office management must guide workers during the workday to ensure that they are complaint with the requirements.

Management Approach

The co-operation of all stakeholders, clients, PSDP, Contractors, Workers and Suppliers is very important. MJ Conroy managements main priority must be to ensure they receive this co-operation.

MJ Conroy will comply with all client requirements and client obligations in relation to combatting of Covid-19 that are applicable to any work that MJ Conroy will carry out on behalf of clients.

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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.



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Employees are requested to take an antigen test every second workday, i.e., Monday, Wednesday, and Friday in the morning, before attending work. If a test returns a positive result for Covid-19, the employee must notify their supervisors/ manager, isolate and arrange a PCR test per HSE guidance to confirm the diagnoses.

If the employee has symptoms of Covid, they must adhere to HSE guidance.

The company will review the roll out of the tests in early 2022. All employees are provided with a sufficient supply of test kits by the company to allow them to complete the testing at home.

All employees have been issued an email advisory communication which includes a link to the HSE instructional video on how to carry out an antigen test.

https://youtu.be/zjJqOzyyRL4

05.Hygiene

Hand Washing

Washing of hands properly and often is very important. Follow the guidelines issued by the HSE and per the guidelines outlined on posters erected at workplaces.

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COVID-19 DO: **SOAP KILLS COVID-19** Wash your hands properly and often. Hands should be washed: after coughing or sneezing before and after eating before and after preparing food if you were in contact with someone who has a **WASH YOUR** HANDS fever or respiratory symptoms (cough, shortness of breath, difficulty breathing) avoid contamination -for a minimum of 20 seconds. before and after being on public transport if you must use it HSE Live number on 1850 24 1850 For more information, see: https://www2.hse.ie/condition before and after being in a crowd (especially an indoor crowd) when you arrive and leave buildings including your home or anyone else's home before having a cigarette or vaping if your hands are dirty after toilet use Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze. Put used tissues into a bin and wash your hands. Clean and disinfect frequently touched objects and surfaces. DON'T: Do not touch your eyes, nose or mouth if your hands are not clean. Do not share objects that touch your mouth - for example, bottles, cups.

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

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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

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MJCONROY CONSTRUCTION WSAFE Staff 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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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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In a reactive position, their responsibilities include;

- Inform site management if they are aware of a person on site who may have COVID-19 symptoms
- Follow protocols of ensuring the person is sent home and follows HSE guidance.

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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.

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Where possible continue to hold meetings virtually using on-line using remote meeting tools (e.g. Microsoft Teams).

Where it is necessary to meet face-to-face, the numbers attending is to be kept to a minimum. Windows should be opened, or AC turned on. Face mask/ face coverings should be worn where 2-metre social distancing cannot to be adhered to.

Rooms should be well ventilated/ windows opened to allow for fresh air circulation.

Consideration to holding meetings in open spaces if possible.

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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 preform 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.

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- Any reusable first aid equipment must be thoroughly cleaned before being returned into use.
- Company Occupational first aid personnel to undertake Covid-19 OFA awareness training.

PPE Required

The following PPE to be made available for responding to first aid incidents.

- Disposable gloves
- FFP3 or FFP2 face masks

The face mask must cover both the nose and mouth and fitted correctly to form a seal to the face.

After use, disposable PPE must be disposed of appropriately. Reusable PPE cleaned thoroughly.

Hands must be washed thoroughly before putting on and after taking off PPE.

First aid supplies and PPE stock must be checked routinely, and stock replenished and maintained

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12.COVID-19 Suspect Cases/ Confirmed Cases

Any employee or person attending an MJ Conroy place of work who develops symptoms of Covid-19 is advised not to attend the workplace. They are advised to self-isolate and arrange a Covid-19 test in line with HSE guidance. If the test result is positive, they must continue to follow HSE advise.

https://www2.hse.ie/conditions/covid19/

13. Close Contact of a Confirmed Case of Covid-19

Any employee who is close contact of a confirmed case must follow the up-to-date HSE guidance.

https://www2.hse.ie/conditions/covid19/

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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. <u>https://eap.spectrum.life</u> . 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

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

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Also refer to the company Safety Statement, Risk Assessments (RA 71 & RA 72 in Library of Risk Assessments) and Site Specific Safety Plans.

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