

TOOLBOX TALK SERIES TOPIC: COVID-19	Toolbox Talk Number	
	Company Name	Manning Construction

1.0 Introduction and reason for the TBT

The reason for this TBT is to give up to date information on the current situation with the Coronavirus Pandemic, how it affects you in the workplace and what measures you should be aware of in preventing the spread.

Numbers of Coronavirus (COVID-19) cases and risk in the UK.

As of 5pm on 20 May, of those tested positive for coronavirus in the UK, 36,042 have died. This new figure includes deaths in all settings, not just in hospitals.

2.0 Background

What are the issues?

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

3.0 What you need to know

Symptoms of Coronavirus

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

For most people, coronavirus (COVID-19) will be a mild infection.

How Coronavirus is spread

Data from published epidemiology and virologic studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

How to avoid catching or spreading germs

There are things you can do to help stop viruses like coronavirus spreading.

DO:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze

- put used tissues in the bin immediately and wash your hands afterwards
- try to avoid close contact with people who are unwell

DO NOT:

- do not touch your eyes, nose or mouth if your hands are not clean.

4.0 What you need to do

Travel to Work

Wherever possible travel to work alone using your own transport (for example, a car or bicycle).

If you need to use public transport, try to avoid peak times: 05:45–7:30 and 16:00–17:30.

Wash your hands before and after using any form of transport.

At Work

- Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough, and before and after eating or handling food, using any shared equipment or tools, and using toilet facilities), and again when you leave site.
- You should follow social distancing guidelines whilst in work (for example, keep at least two metres away from other workers), unless you are working under specific activity risk assessment measures, which might allow for closer working.
- Social distancing guidelines also apply during breaks and mealtimes.
- Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups). All rubbish should be disposed of in the bins provided.

Close working

Note: Close working should only be carried out under specific activity risk assessment. Before you start, consider whether there is any other way you can complete the activity in order to avoid close working and, if you have another solution, talk to your supervisor.

The following points should be reinforced, in addition to the site and activity specific control measures.

- Work requiring skin-to-skin contact should not be carried out.
- If you are using reusable PPE, it should only be used by you, and should be thoroughly cleaned after use.
- You should dispose of single use PPE so that it cannot be reused.

Cleaning

If you are involved with the additional cleaning being carried out, it should focus on the following areas

1. Access and egress points, gate handles and turnstiles.
2. Taps and washing facilities.
3. Toilet flush and seats.
4. Door handles and push plates.
5. Handrails on staircases and corridors.
6. Workplace equipment controls.
7. Food preparation and eating surfaces.
8. Seats, seating areas and locker room surfaces.
9. Telephone equipment, keyboards, photocopiers and other office equipment

What to do if you become ill

If you have

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal, you should:
 - report this to your supervisor or manager
 - avoid touching anything
 - cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow
 - return home immediately.

You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

Self-isolation

If you meet any one of the following criteria, do not come to work and contact management as soon as possible.

1. If you have a high temperature, new persistent cough, a loss or change to your sense of smell or tastes, or within 14 days of the day when the first member of your household showed symptoms of COVID-19. Follow the guidance on self-isolation.
2. If you are at increased risk of severe illness from COVID-19, you are strongly advised to work at home and should be particularly stringent about following social distancing measures.
3. Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.
4. If you are living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from COVID-19, you should stringently follow the guidance on social distancing and minimise contact outside the home.

5.0 Site specific information (to record any additional information e.g. specific COVID-19 Workplace Rules)

6.0 What have you learned?

1. What are the symptoms of Coronavirus?
2. How is Coronavirus spread?
3. What can we do to prevent the spread of coronavirus?

Any Questions?

7.0 Attendees

No.	Date	Name of attendee (Print)	Company of attendee (Print)	Signature of attendee
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

8.0 Person delivering the TBT

Name (Print)		Position	
Signature		Time	Date

9.0 Declaration

By signing above, I confirm that I have received and understood the information / instruction given and understand that I have a duty to report any concerns I may have.

We encourage you to not only report anything you think is unsafe but also to tell us if you think there is a better / safer way to work.

STOP AND THINK

- Do you have all the relevant information about COVID-19?
- Do you have the right personal protective equipment?
- Could the work affect the health of others?

IF IN DOUBT – TELL THE PERSON IN CHARGE OF THE WORK.