



 **lendlease**
COVID-19
COMMON VISUAL
STANDARDS

Version 2.0
20/04/2020



Revision Status

Issue	Change Type	Purpose and summary of amendments	Author	Approved by	Date
1.0	Publish new	Initial document	L. Hutchinson	B. Van Campenhout	10/04/2020
2.0	Update	Revision 2 & 3 CLC V3, thorough amendments to sections 4, 7, 8, 13, 15, 16, 17, 18	S. Bevington	B. Van Campenhout	20/04/2020



CONTENTS

1. Introduction.....	4	10. Canteens and Eating Arrangements.....	18
2. Self-Isolation.....	5	11. Changing Facilities and Showers.....	22
3. Procedure if Someone Falls III.....	6	12. Cleaning.....	23
4. Health Survey.....	7	13. Emergency Arrangements and First Aid.....	24
5. Travel to Site.....	8	14. Signage.....	27
6. Site Logistics.....	9	15. PPE.....	28
7. Avoiding Close Working.....	12	16. Temperature Testing.....	29
8. Hand Washing.....	16	17. Recording observations relating to Covid-19.....	30
9. Toilet Facilities.....	17	18. Contacts and References.....	31



1. INTRODUCTION

The purpose of this minimum common visual standards document is to support our projects **to deliver an efficient and consistent approach in both branding and presentation of all** Lendlease sites and assets during the COVID-19 pandemic.

The appearance of our sites and assets sets the tone for how we do business and it also prepares others to adhere to these standards to protect the safety, health and well-being of everyone.

It is crucial that the contents of these minimum standards are consistently applied across **our portfolio to achieve maximum protection, benefit and impact.**

The document provides both mandatory and self-help requirements along with guidelines of how to apply our standards. Innovation should still be embraced and encouraged whilst still remaining consistent in meeting the minimum standards set out herein.

Thank you for your continued support in protecting everyone during the COVID-19 pandemic.





2. Self-Isolation

Anyone who meets one or more of the following criteria should not come to site:

- 1 Anyone who has symptoms (persistent cough and fever)
- 2 Anyone classed as vulnerable (i.e. over 70, under 70 but with underlying health conditions including but not limited to the conditions in schedule 1 of the regs, anyone pregnant)
- 3 Anyone living with someone who has symptoms

Anyone who is living with someone who is shielding from COVID-19 should stringently follow Government guidance on social distancing and minimise contact outside the home.

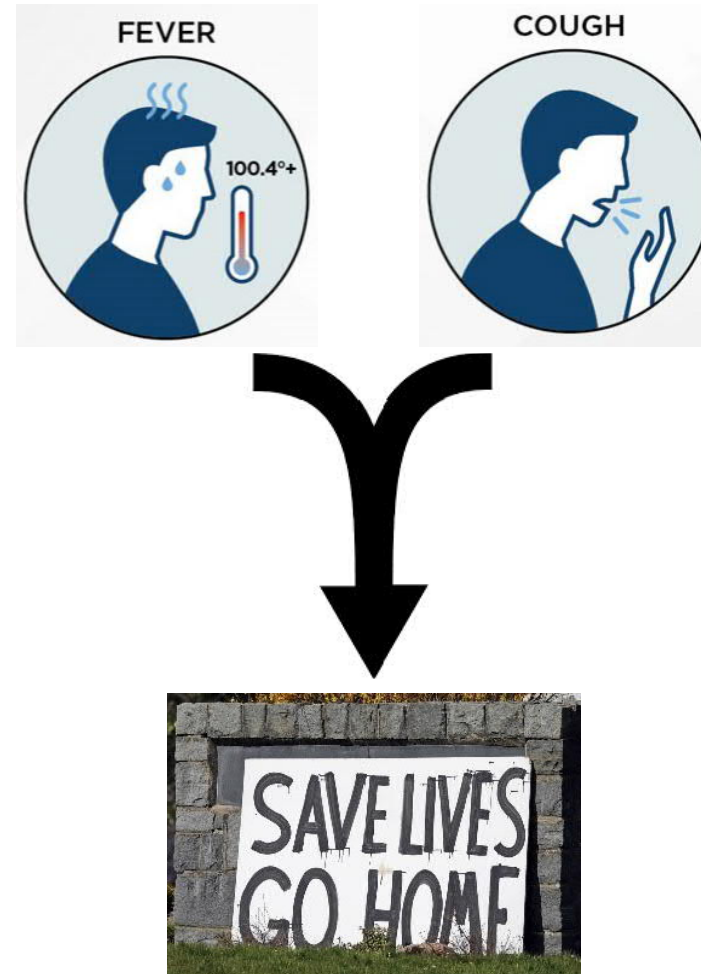


3. Procedure if someone falls ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- 1 Return home immediately
- 2 Avoid touching anything
- 3 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

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





4. Health Survey

People and Culture are responsible for Lendlease employees and checking they are able to return to work. For those who work in our supply chain the below should be followed:

- 1 Employers/Supply chain are responsible for identifying the people in the 3 groups below. They must have the procedure set out for how they are going to do that in their RAMS. The check must happen prior to entering site.
- 2 A declaration sign must be displayed on entering site stating that if they enter site they are confirming they are not one of the identified groups of people who should stay home
- 3 Positive assurance on a daily basis by the Daily Safe Start record. The Project Director is responsible for verifying the records are reviewed and escalated as required.

Groups of people to identify:

- 1 Anyone who has symptoms (persistent cough and fever)
- 2 Anyone classed as vulnerable (i.e. over 70, under 70 but with underlying health conditions including but not limited to the conditions in schedule 1 of the regs, anyone pregnant)
- 3 Anyone living with someone who has symptoms.

Anyone who is living with someone who is shielding from COVID-19 should stringently follow Government guidance on social distancing and minimise contact outside the home.

By entering site, you are personally confirming that:

- 1) You are not required to self-isolate in accordance with Coronavirus Act 2020 and associated guidance: (Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow guidance on self-isolation.
- 2) You are not considered as a "person at increased risk" of severe illness in accordance with Coronavirus Act 2020 and associated guidance: Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
- 3) You are not a "person defined on medical grounds as extremely vulnerable" in accordance with Coronavirus Act 2020 and associated guidance: 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) You are not living with a person in one of the above groups: Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
- 5) You are confirming that you are following Government guidance around travel to work and that you have undertaken the recommended control measures.

5. Travel to Site

In accordance with the Government's guidelines on social distancing, where possible Lendlease employees must not use public transport to travel to and from sites; the supply chain should be encouraged to apply this standard.

Lendlease employees should travel to site alone using their own transport* and sites need to advise on:

- 1 Parking arrangements for additional cars and bicycles
- 2 Where public transport is the only option for workers, typically but not limited to London, to reduce potential congestion on transport networks during peak times of 05:45–07:30 and 16:00–17:30 travel to and from site should be considered outside these hours
- 3 Amending and staggering site opening hours
- 4 A letter confirming they are essential workers will be issued by the Project Director

A number of city centre NCP car parks are open at reduced rates. A current list of these car parks can be found at <https://www.ncp.co.uk>. All parking charges for Lendlease employees will be refunded if the walking distance from any free parking exceeds 2 miles.

* Those in receipt of car allowance must have normal commuting included on their insurance policy.





6. Site Logistics

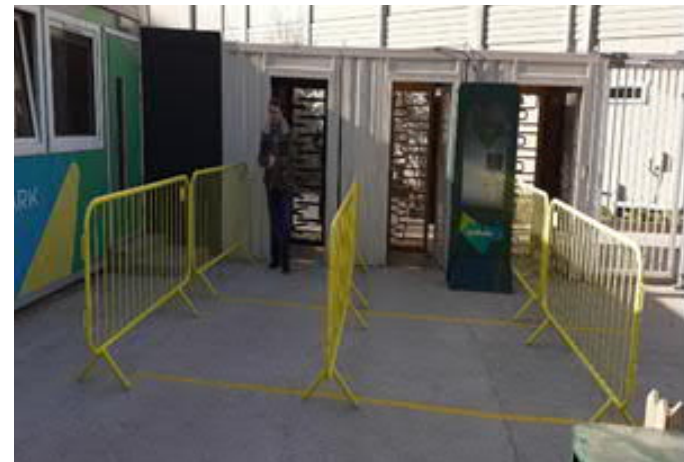
SITE ACCESS/EGRESS AND WALKWAYS

- 1 Stop all non-essential visitors
- 2 Introduce staggered start and finish times to reduce congestion
- 3 Ensure workers do not congregate outside gates
- 4 Disable biometric function (fingerprint/hand scan) of access control system (MSite) and use the MSite App for managing attendance (Guidance links in Section 18)
- 5 Mark routes/access with consistent 2m distancing message
- 6 Install hand wash or sanitising stations before entry/exit
- 7 Consider one-way systems on walking routes
- 8 Security/LL Management to marshal access/egress points to ensure controls are being followed

1 TRITON SQUARE



ONE WAY



6. Site Logistics

SECURITY

- 1 Where security/reception cannot provide the 2m distancing a physical barrier must be in place between the security staff and other workers
- 2 Workstations must be single operative use per shift and cleaned following each shift
- 3 Single worker security patrols should be risk assessed and take preference



6. Site Logistics

DELIVERIES

- 1 Deliveries to be limited to essential items only
- 2 Drivers to remain in vehicles if the load allows
- 3 Drivers to wash hands prior to and after unloading if exiting vehicle



(Awaiting improved image)

7. Avoiding close working - Applying the Hierarchy of Risk Control

It is acknowledged that some work will require more than 1 person and that maintaining social distancing will prove to be challenging for methodology and safety reasons. Supply chain RAMS must detail how they will maintain 2m social distancing. There is a sign off sheet for COVID-19 RAMS (link in Section 18).



INDUCTIONS, MEETINGS AND SAFE/SMART STARTS

Project Inductions must continue respecting social distancing measures. It shall include a 'Walk Through Film' (scan the QR code for an example)

The film should be created on a GoPro/mobile phone and include for example:

- Access to project
- Use of turnstiles
- Hand washing
- One way movement around welfare and site
- Use of canteen facilities
- Leaving the project
- What to do if you feel unwell

The general principles that should be applied are:

- Numbers to be limited to the room capacity for social distancing
- Mark areas for seating / standing with haz tape
- Conduct meetings outside where there is more space
- Ensure rooms are well ventilated and cleaned after use
- Use technology e.g. TEAMS, Skype etc





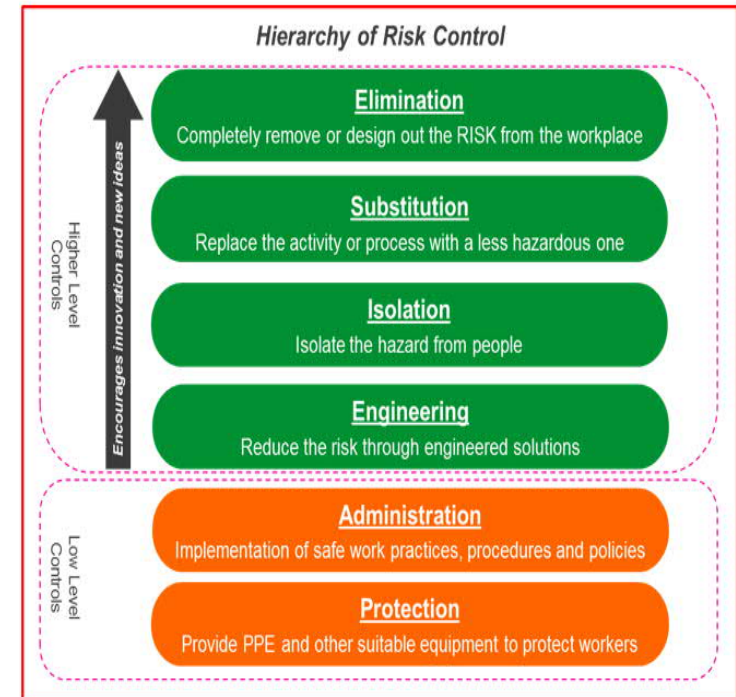
7. Avoiding close working - Applying the Hierarchy of Risk Control

Where it is not possible to remain 2 metres apart:

- A risk assessment will be need to be undertaken for all tasks. The hierarchy of risk control should be applied to ensure the risk of spreading covid-19 is reduced in the most effective way.

If it is not considered possible to implement an engineering control or above, the Project Director must seek an exemption from the relevant EGM/BU Head for lower level controls prior to that work commencing. Typical lower level controls include:

- Team members should remain the same where possible
- Take advantage of workers who are cohabiting in the same household for close contact work
- Working side by side, or facing away from each other, rather than face to face if possible.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- There must be a minimum of 5 minute break between essential face-to-face contact works and a maximum of six 15 minute sessions by any single person.
- Until adequate supplies are available for NHS and other critical care workers masks must not be used. Once PPE is readily available, only after all the previous control measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must PPE be used. FFP2 or 3 masks will be used.



7. Avoiding close working

CONTACT TRACING

Contact tracing is the ability to identify people who have been in contact with someone that has COVID-19 and are at risk of becoming ill.

Minimising the size of work teams and segregation of the workforce is critically important, including the ability to make contact and trace those groups in the event of a positive COVID-19 case.

Controls include:

- Mark out specific work areas with hazard tape or barriers to discourage others from walking through.
- Make use of helmet stickers or other identifying markers to identify trades and/or work teams.
- Stagger start times to provide greater opportunity to maintain social distancing.
- Working teams should be kept to a small a size group as possible.
- The grouping of team members must remain constant where possible.





7. Avoiding Close Working

INCIDENT AND INJURY FREE

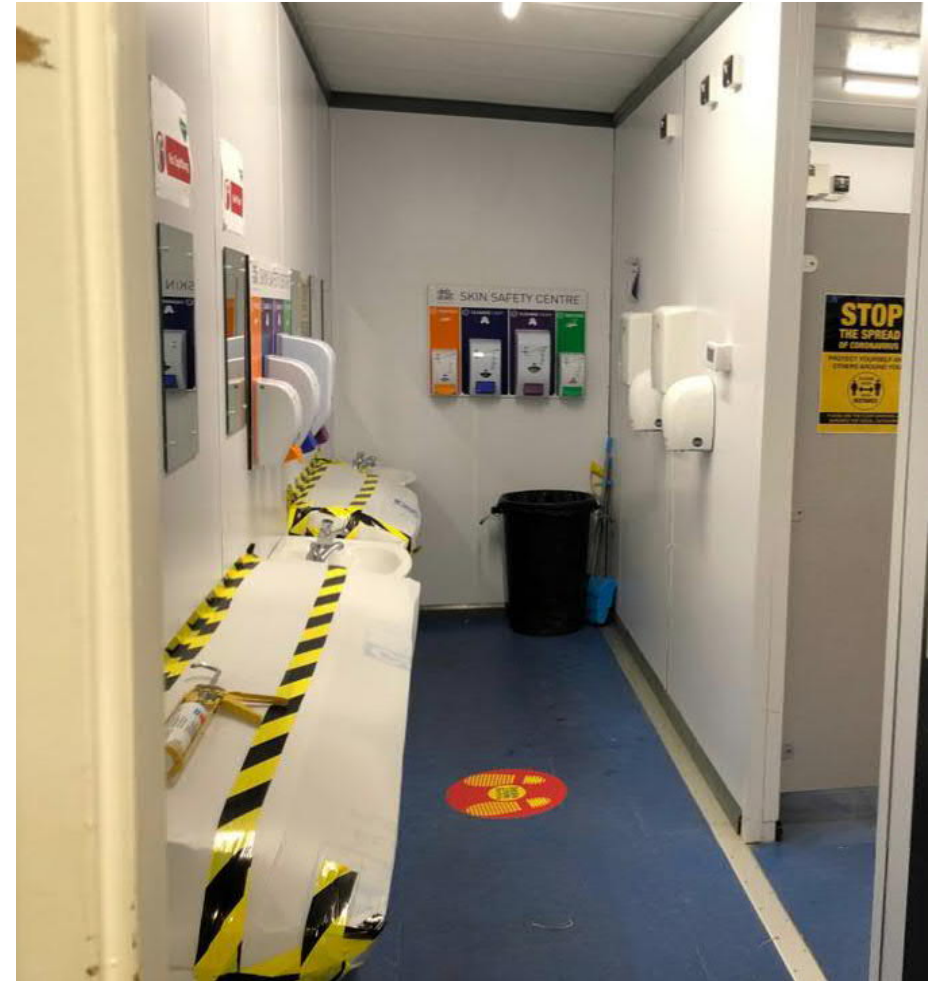
- 1 A revised shorter IIF must be delivered for all new starters – the QR Code links to the new version which is available in other languages
- 2 If conducted in a meeting/induction room, follow previous social distancing requirements
- 3 Contact Dave Garbutt and Gareth Beaumont for virtual IIF training.

NOTE: Frontline Leader sessions have been suspended during this period of revised working



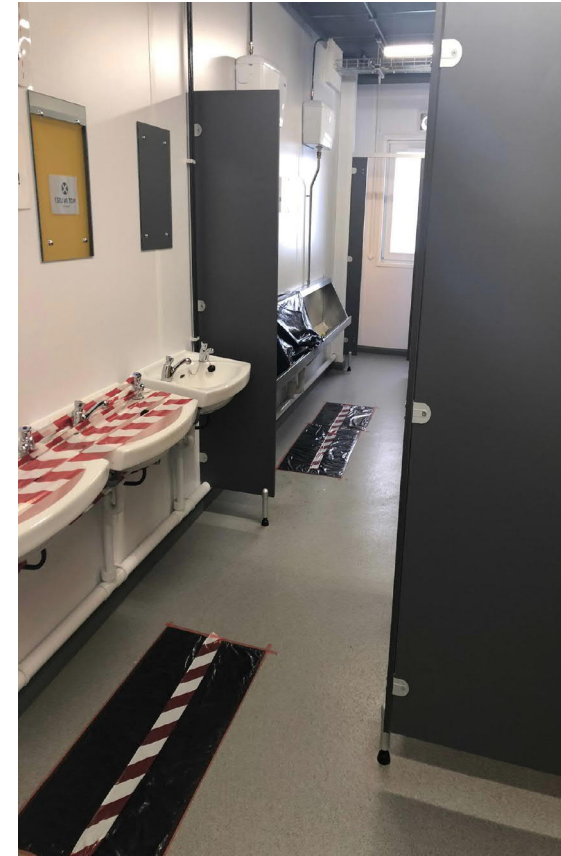
8. Hand Washing

- 1 Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- 2 Ensure soap and fresh water is always readily available and kept topped up
- 3 Provide hand sanitiser (+60% alcohol based) where hand washing facilities are unavailable
- 4 Regularly clean the hand washing facilities and check soap and sanitiser levels
- 5 Provide sufficient local rubbish bins for hand towels with regular removal and disposal
- 6 Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored
- 7 Stand alone wash stations are available to procure and should preferably be foot or knee operated. There must be hand washing facilities provided at site entrances and exits



9. Toilet Facilities

- 1 Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- 2 Wash hands before and after using the facilities
- 3 Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- 4 Provide rubbish bins for hand towels with regular removal and disposal



10. Canteen and Eating Arrangements

CANTEEN SET UP

- 1 Tables to be at least 2m apart
- 2 Only one person to use a table at a time
- 3 Tape to be laid on the floor to identify each area
- 4 Laminated signage to be affixed to the table instructing to clear the table and a reminder on personal hygiene
- 5 Wash hands before entering and after leaving



- 6 Kitchen equipment (kettles, microwaves etc.) must be located 2m apart and should only be accessed by one person at a time
- 7 Hazard tape to be installed demarcating the 2m distancing. If this cannot be achieved (due to space constraints) signage must be installed indicating only one person to be in an area at a time



10. Canteen and Eating Arrangements

CANTEEN ACCESS MANAGEMENT

- 1 Breaks to be staggered and time slots allocated for trades to avoid overcrowding
- 2 Attendant to stand on the door at all times to control access. NOTE: If the numbers are very low (less than 10) an attendant will not be required (e.g. on an Asset)
- 3 Number of operatives in the canteen to be limited to number of seats available at 2m+ distancing
- 4 Signage to be put on doors to notify of access protocols
- 5 The attendant needs to maintain 2m+ social distancing. This can be delineated on the floor by hazard tape



10. Canteen and Eating Arrangements

CANTEEN HYGIENE

- 1 There must always be at least one cleaner in the canteen
- 2 Tables/chairs etc. must be cleaned before use by the individual using them
- 3 Cleaning products must be available for all staff and workers to wipe down surfaces and before using any equipment
- 4 General household disinfectant cleaners can be used with disposable paper towels
- 5 Signage must be located adjacent to equipment to remind workers of the hygiene requirements
- 6 All staff and workers to wash their hands before and after eating
- 7 There must be a full clean of area at the end of each day



10. Canteen and Eating Arrangements

CANTEEN CLEANING WASTE

- 1 A separate bin must be provided for cleaning waste – wipes, paper towels etc.
- 2 The bin must be clearly marked up as “Cleaning Waste Only” and be foot operated
- 3 All waste related to cleaning common areas must be double bagged and stored for a minimum 3 days (72 hours). To make sure that bags are correctly identified please mark them as ‘Cleaning Waste’ and date. The waste bags must be disposed of as non-hazardous in a secure location that does not create a fire hazard



11. Changing Facilities and Showers

- 1 Staggered start times are key to ensuring that social distancing requirements are met in welfare areas
- 2 Drying room access must be managed in line with maximum capacity as defined by your project risk assessment
- 3 Floors and bench spaces must have clearly marked “Changing Areas” which are 2m apart with a clear visual marking i.e. hazard tape
- 4 Increase cleaning frequency and waste removal in line with COVID-19 cleaning standard
- 5 Where a project has a cloakroom attendant a risk assessment must be undertaken to ensure that the 2m social distancing can be achieved. Consider screens etc. to segregate



12. Cleaning

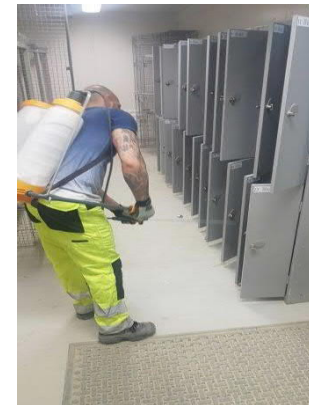
Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment

- 1 Waste collection and storage points should be increased and emptied regularly throughout and at the end of each day
- 2 All waste related to cleaning or single use PPE must be double bagged and stored for a minimum of 3 days (72 hours). To make sure that bags are correctly identified please mark them as “Cleaning Waste” and date. The waste bags must be disposed of as non-hazardous in a secure location that does not create a fire hazard

CONFIRMED CASE OF COVID-19

If the project or asset has a confirmed case of COVID-19 individuals affected must continue to follow Government advice. It is not considered necessary to close the project or asset given the enhanced cleaning standards that are already in place.



13. Emergency Arrangements & First Aid

FIRE AND EMERGENCIES

In the event of an emergency evacuation all COVID-19 controls including one way routes and 2m social distancing are superseded until individuals are out of danger (e.g. at an assembly point.)



13. Emergency Arrangements & First Aid

FIRST AID

- 1 First aider's priority must always be their own safety, if in doubt call 999
- 2 The first option should always be to see if self administering first aid is an option by talking the injured party through what to do. If this is not possible then use PPE (2 pairs of gloves, a mask and protective eye wear during any treatment)
- 3 Following any treatment double bag all PPE, wipes etc. for safe disposal
- 4 Wash hands with soap and water before and after treatment
- 5 Clean down all areas after treatment with a disinfectant based product
- 6 Dispose of any waste in the designated bin



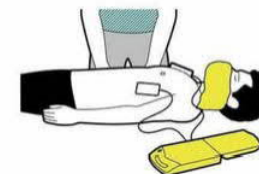
13. Emergency Arrangements and First Aid

CPR

Hands only CPR i.e. chest-compressions only/use defibrillator

How to do CPR on an adult COVID-19 update

1. If someone is unconscious and not breathing normally, do not put your face near to theirs
2. Call for an ambulance
3. Use a towel or piece of clothing and lay it over the mouth and nose
4. Do not do mouth to mouth
5. Start chest compressions to the tempo of "Staying Alive"
6. Use a Public Access Defibrillator if available.



Source: Resuscitation Council UK

Find out how St John are supporting the NHS with the COVID-19 outbreak at [sja.org.uk/COVID-19](https://www.sja.org.uk/COVID-19)



14. Signage

COVID-19 signage to be installed around the project specifically:

- 1 Main entrance
- 2 Walkways for 2m social distancing
- 3 Canteen tables / equipment areas
- 4 Toilets
- 5 Changing / drying rooms
- 6 Meeting / training rooms
- 7 Public Health England posters can be used
- 8 Signage must be pictorial supplemented with wording
- 9 Local signage suppliers and printers can be used



15. PPE & RPE

Until adequate supplies are available for NHS and other critical care workers, masks will not be used as a control measure to prevent the spread of COVID-19 on Lendlease projects.

Lendlease will encourage the supply chain to follow suite. However, if the supply chain/individuals want to wear PPE in addition to the controls agreed in the RAMS, they will not be prevented.

Task specific PPE is required as normal in line with the task RAMS.

Any single use PPE needs to be disposed. This must be double bagged and stored for a minimum of 3 days (72 hours) before disposal. To make sure that bags are correctly identified please mark them as 'Cleaning Waste' and date. The waste bags must be disposed of as non-hazardous in a secure location that does not create a fire hazard.

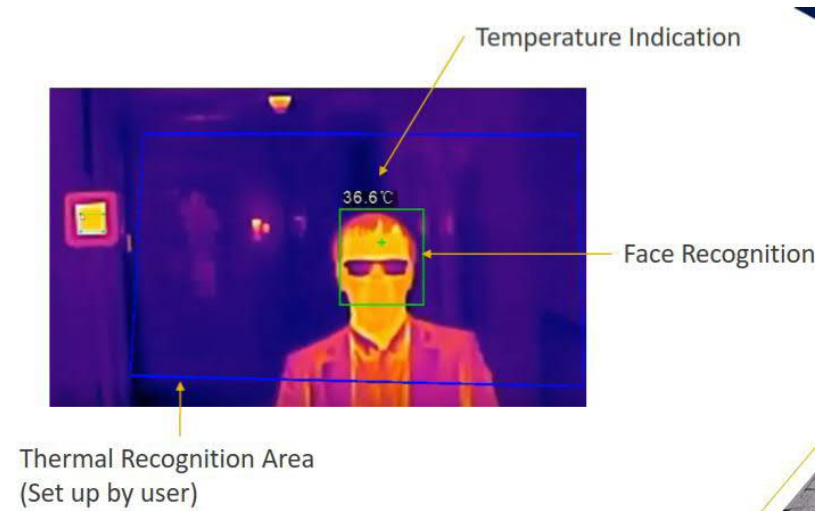
The H&S and Procurement teams have ordered some supplies including hand sanitiser, visors and surgical masks. Please contact Jo Simkin for more information to ensure we can take advantage of enterprise deals.



16. Temperature Testing

Temperature testing in the UK is under review. Further information will follow that will provide a consistent business wide approach.

If it is requested by the Client it must be instructed by them and will need to be facilitated by a separate agent.





17. Recording observations relating to COVID-19

Enablon has been updated to include recording of observations of 'good' and 'bad' practice regarding COVID-19 including:

- Social Distancing
- Personal hygiene
- Public gatherings
- Self isolation

enablon
Safety App





18. Contacts and document links

- 1 HSE - <https://www.hse.gov.uk/>
- 2 Construction Leadership Council - <http://www.constructionleadershipcouncil.co.uk/>
- 3 Public Health England - <https://www.gov.uk/government/organisations/public-health-england>
- 4 St Johns Ambulance - <https://www.sja.org.uk/>
- 5 Build UK - <https://builduk.org/coronavirus/>
- 6 HRS MSite - <https://humanrecognitionssystemszendesk.com/hc/en-us/articles/360001130074-VIDEO-MSite-Mobile-Time-Attendance>
<https://humanrecognitionssystemszendesk.com/hc/en-us/articles/360001151873-How-To-MSite-Mobile-App-Logging-In>
<https://humanrecognitionssystemszendesk.com/hc/en-us/articles/360001130254-VIDEO-MSite-Mobile-Troubleshooting>
- 7 ARCO - <https://www.arco.co.uk/coronavirus>
- 8 Octink- Ross Hodgson ross.hodgson@octink.com +44 (0)7930 134 514
- 9 COVID -19 Approval checklist (on The Hub)
- 10 RAMS Review (COVID– 19 specific risks)- (on The Hub)
- 11 Safe restart flow chart – Decision tree to assist with restart (on The Hub)