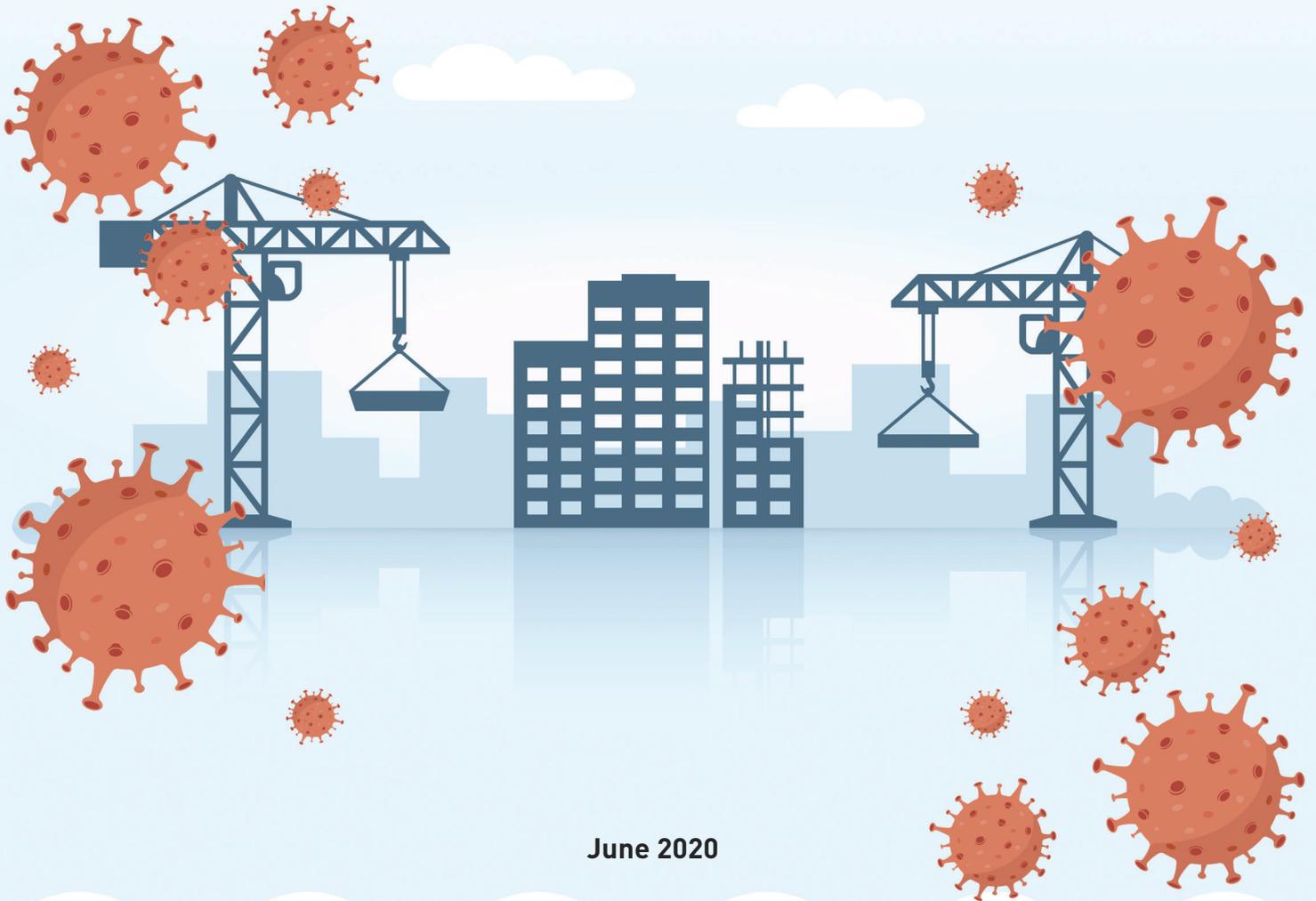
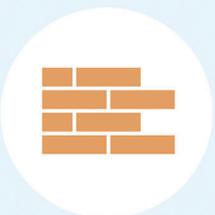


Safety and Health at Construction Sites
Department of Labour Inspection

Guide to the Management of the COVID-19 Pandemic



June 2020



Safety and Health at Construction Sites

Guide to the Management of the COVID-19 Pandemic

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1. Introduction

The purpose of this Guide is **the provision of guidance for the implementation of specific preventive and protective measures** (organisational and technical) for the effective **management of the risk of COVID-19 infection while working at construction sites and for the protection of working individuals (employed individuals, employees, self-employed individuals) and other individuals.**

This Guide is addressed to all parties involved in the project, the construction proprietor (owner), the principal designer/supervisor, the safety and health coordinators during the design and the construction phase (SH design coordinator and SH construction coordinator), the project manager, the site manager, the Contractor, the sub-contractors, and any other party undertaking work on site.

The proposed specific measures are implemented in addition to the required measures for the risks prevention and management according to the general provisions of The Safety and Health at Work Law and the special provisions of this legislation that regulate the safety and health issues at construction sites.

The proposed specific measures of this Guide constitute the **minimum required measures**, and these may be expanded or specified/adjusted according to:

- the specific demands of the projects' proprietors (owners)
- the type and size of the project and the construction site where these measures are implemented,
- the guidelines put together by the safety and health coordinators during the design and the construction phase and the Safety and Health Plan of the project or/and the Site Manager for the safety and health issues management, and
- the employers' obligations regarding Safety and Health at the construction site within the framework of the adapted procedures of the implemented Safety Management System, as provided by the Safety and Health Legislation or through a Safety Management System according to ISO 45001:2018.

In any case, all the guidelines and decrees issued by the Ministry of Health and other competent Ministries for combatting the COVID-19 pandemic are implemented. In case a worker is infected by COVID-19, the set protocols are implemented, according to the attached Annex 1: Guide to the Management of a suspected case of COVID-19 at the workplace.

In case there are foreign-speaking workers at the construction site, those parts of the Guide that concern them must be translated and explained to them using a language they can understand or/and through the use of images, by the parties involved in the project.

The Guide was prepared by the Department of Labour Inspection of the Ministry of Labour, Welfare and Social Insurance with the cooperation of the Medical and Public Health Services of the Ministry of Health.

2. Legislative Framework

- The Safety and Health at Work Laws of 1996 to (N. 2) of 2015 and Regulations issued under these laws.
- The following specific Regulations are pointed out:
 - The Safety and Health at Work (Minimum Requirements for Temporary or Mobile Construction Sites) Regulations of 2015 (PI 410/2015).
 - The Management of Safety and Health Issues at Work Regulations of 2002 (PI 173/2002).
- In addition, it is clarified that the measures mentioned in this Guide are without prejudice to the requirements set for combatting the pandemic by the Ministry of Health under the Quarantine Law, and in any case these requirements are implemented.

3. Review of Safety and Health Policy

- The project proprietor and the Contractor must ensure that the safety and health policies and especially those relevant to COVID-19 are continuously and timely updated and that they announced/posted/ made public so that all individuals at the workplace can be informed, sub-contractors and suppliers. These policies must be available at the construction site.
- These policies must cover the construction site's operating procedures, including:
 - the hygiene and disinfection of the areas (solution with alcohol content above 60%)
 - disease reporting from all parties undertaking work on site.
 - maintaining the compliance with the required minimum 2-metre physical distancing between workers, and
 - the operations schedule.

4. Operations Organisation and Schedule– Construction site preparation

For the organisation, schedule and preparation of the reopening of the construction site, after the suspension of operations, it is required to spare a satisfactory period of time to complete beforehand the following actions:

- **Setting up a Pandemic Management Group (PMG)**
 - It is recommended that the following individuals should participate in the PMG, among others: the site manager or another representative of the project proprietor, the supervisor, the safety and health coordinators during the design and the construction phase, the safety officer on behalf of the Contractor, in case there is one or a representative of the Protection and Prevention Services (External or Internal) of the Contractor as well as a manager on behalf of the Contractor on site and a representative of the employees.
 - The PMG members agree among them and name the group coordinator.
 - The PMG undertakes the implementation of all required actions for the schedule, the operations organisation and the preparation of the construction site, as well as the monitoring and check of the implementation of the established measures and their adjustment, when required. The supervisor and the safety and health coordinators

during the design phase of the project are involved in the monitoring and check of the implementation of the established measures and their readjustment, when required.

- All parties and construction participants are obliged to determine their role and responsibilities and make them known to the construction site staff.
- Implementation of procedures for checking whether members of the staff belong to vulnerable groups or groups at higher risk of infection with COVID-19 (such as, contact with persons that are infected or could be infected, prior employment at a construction site or another workplace where there was a confirmed case).
- Review/Readjustment of the Risk Assessment per phase, action and operation in order to set preventive and protective measures, taking into consideration the review of the Operations Schedule and the prioritisation of the required control measures for protection from the risk of COVID-19 infection (see unit 7-p. 9). For the revision of the measures, the suggestions of the Safety Coordinating Committee of the construction site should also be taken into consideration. Representatives of the Contractor, sub-contractors and all other parties undertaking work on site are also involved in this Committee.
- Review/Readjustment of the Operations Schedule, taking into consideration the results of the risk assessment and the extra time required to reorganise the operations for maintaining the safe 2-metre distance and the implementation of appropriate and sufficient control measures to avoid overcrowding at the work areas and minimise the risk of infection (see unit 7-p. 9), as well as for proper cleaning/disinfection of the workers and the tools/equipment used.
- Review/Readjustment of the Safety and Health Plan, including the Action Plan for the management of accidents and hazardous and emergency situations.
- Supply of appropriate and proper work equipment and personal protective equipment.
- Supply of appropriate cleaning and disinfecting products (solution with alcohol content above 60%), in adequate quantities, for regular cleaning of the areas, installations and the equipment of the construction site.
- Arrangements for the installation within the construction site of proper and sufficient facilities areas for the staff, and of a regular cleaning and disinfection system of the construction site areas, as this is determined in the chapters of the Guide that follow (see units 11 to 15, p. 13-16).
- Design of procedures and arrangements for the effective control and monitoring of the required measures' implementation, and among others:
 - Designation of competent persons. The names and telephone numbers of these persons shall be posted in an area visible in the construction site along with the names and telephone numbers of the competent people for the Protection and Prevention Services (external or internal) and the Safety Officer, if there is one.
 - Daily check of the measures' implementation as determined in this Guide using the attached, Annex 2: Checklist for the Protective Measures against COVID-19 at the Construction site (p. 21). These checklists properly completed and reviewed by the competent person are available at the construction site. Every day the daily checklist for each construction site shall be posted on an announcement board.
 - Use of other checklists regarding, among others, the measures for specific areas and the measures for specific actions and operations.
 - Involvement of the site's Safety Coordinating Committee, in which representatives of the Contractor, sub-contractors and all other parties undertaking work on site participate (valid for construction sites where 10 or more persons are working at the same time).

5. Review of the Project's Safety and Health Plan

- The Safety and Health Plan (SHP) is readjusted according to the reviewed risk assessment and therein the following are determined:
 - the specific preventive and protective measures per phase, action and operation, taking into consideration the review of the Operations Schedule and the prioritisation of the required control measures for protection from the risk of COVID-19 infection (see unit 7-p. 9),
 - the site's Rules,
 - the specific arrangements for the management of accidents and hazardous and emergency situations which may arise due to the COVID-19 pandemic (review of the Action Plan).
- The SHP is readjusted by the SH construction coordinator in cooperation with the SH design coordinator and the supervisor, the project or the site manager and the Contractor and subcontractors are accordingly informed.

6. Staff Training

- All workers take part in an introductory informative programme in a language understandable by the workers regarding the following, and records from this informative programme are kept:
 - the dangers they are exposed to,
 - the available means of cleaning and disinfection,
 - the specific preventive and protective measures implemented at the construction site,
 - the specific measures implemented for the operations that concern them,
 - the correct use of additional specific Personal Protective Equipment (PPE) for protection from COVID-19 (mask, face shield, protective gloves, protective glasses),
 - their behaviour within the site's areas,
 - the use of common areas inside the site,
 - the use and disinfection of PPE and the work equipment after their use,
 - their behaviour after leaving the construction site and at their home (such as disinfecting personal gear and washing/disinfecting work clothes and shoes), and
 - stay at home or in case symptoms develop at work, isolation and immediate contact with 1420 and their personal doctor. Their employer should be notified in case they present COVID-19 symptoms or they have come into contact with a confirmed case of COVID-19 outside their workplace.
- All people at the workplace are given a copy of the attached leaflet, Annex 3: Simple Instructions for the Protection of Workers at Construction Sites from COVID-19 (p. ?), translated into a language understandable by each worker or/and through the use of images, where this is required.
- Moreover, a leaflet is provided with additional instructions and the rules concerning each construction site, where this is required, in a language understandable by each worker or/and through the use of images.
- In each construction site arrangements should be made so that it is ensured that the workers are informed (e.g. in daily updates maintaining the required social distancing measures) regarding the specific control measures necessary for the protection of themselves, their co-workers, their families and the general population.

- When possible, simple and comprehensible guidelines and relevant posters with images should be posted at easily visible locations of the site. Among others, guidelines with images regarding handwashing should be posted at all points of cleaning facilities, as well as regarding the use of masks and gloves.

7. Operations Schedule – Maintaining a safe distance

Operations at the construction site must be scheduled and organised properly before the construction site reopens so that overcrowding in the work areas is avoided and the transmission of the disease risk is minimised following the relevant Decrees issued by the competent Ministry of Health, in addition to the implementation of preventive and protective measures imposed by the relevant legislation provisions regarding safety and health issues at work.

Prioritisation of control measures

In case it is not feasible to carry out the operation maintaining a 2-metre distance, then it should be examined whether the operation must continue and, if so, assess the risk and determine/readjust the safe work method and the preventive and protective measures, based on the written risk assessment, following the general prevention principles and the implementation of the measures hereunder according to the priority set as follows:

Risk elimination

- Reorganisation of operations and redesign of the work methods so that:
 - each operation is performed by one person or the safe 2-metre distance between workers is maintained,
 - any skin-to-skin or/and face-to-face contact is avoided,
 - mechanical equipment is utilised to minimise the contact between workers, and
 - mobile cameras are used to check the work underway, without the supervisor's physical presence, where possible.

Risk reduction

In cases where it is not possible to maintain the safe 2-metre distance (social distancing measures) to carry out the operation:

- Minimisation of frequency and duration of the time workers find themselves at a distance smaller than 2 metres from each other.
- Minimisation of the number of workers participating in these operations.
- Positioning of workers in such a way so that they are working side by side or without looking at/facing each other, i.e. not face to face.
- Reduction of the number of people that enter equipment for lifting persons to reduce overcrowding and contact at any given time. Obligatory use of mask.
- Washing or disinfecting workers' hands before and after the use of any work tool or equipment. Where possible, the same tools and equipment should be used by the same person.
- Use of mask or/and protective face shield.

Isolation

- Where possible, the construction site should be divided into zones or other methods should be applied to divide each subcontractor's and the Contractor's or any other party's crews/working groups at any given time to limit any transmission of the disease.
- Set up working groups that must work at a distance smaller than 2 metres:
 - As small as possible, up to three persons the most.
 - Fixed staff – same persons in the same team.
 - As far away from other workers as possible.
- Use of transparent acrylic curtains, properly placed between workers.
- Use of mask or/and protective face shield.

Check

In case an operation required the workers to be face to face at a distance smaller than 2 metres:

- The operation's duration should be reduced to 15 minutes or less, where possible.
- Implementation of an approval process by a competent person regarding these operations/activities.
- Use of mask or/and protective face shield.
- Provision of extra supervision to monitor and manage compliance with the set measures.

Personal Protective Equipment (PPE)

- PPE for COVID-19 (such as masks and protective face shields) are only used in cases where the required safe 2-metre distance (social distancing) is not satisfied. In addition, gloves are used, when possible, and given that they do not generate other hazards.
- When maintaining the 2-metre distance is not possible, a written risk assessment is prepared for each activity and operation based on the prioritisation of the control measures, taking into consideration that respiratory masks constitute the last control measure in the prioritisation.
- The multiple use PPE must be thoroughly cleaned after use and not be shared by the workers, i.e. they should only be used by themselves.
- Single use PPE should be disposed of in appropriate disposal bins with lids so that they cannot be reused.
- Persons that execute a specific work or work under specific conditions with increased risk of infection with COVID-19 (such as providing first aid to another employee or transporting another employee with COVID-19 symptoms or providing first aid to an employee who has been injured in an accident) should be further supplied with special PPE for protection from COVID-19.

8. Transport to and from the Construction Site

- When feasible, workers should move to and from the construction site alone and using their own means of transportation (e.g. vehicles, bicycles).
- If the employees cannot use their own means of transportation, they can share means of transportation with other employees complying with the relevant guidelines and recommendations of the Ministry of Transport, Communications and Works.
- The working hours of the construction site should be adjusted so that the use of public transportation means during the rush-hour and overcrowding of these means is avoided.

9. Entry – Exit of Staff and Visitors from the Construction Site

- No entry to visitors whose presence is not necessary.
- The temperature of each employee and visitor should be checked before entering the site and everyone should be reminded that they should not enter if they have any symptoms, such as fever, cough, chest pains, sore throat or diarrhoea, and should follow the relevant guidelines.
- No entry in the construction site to employees and visitors with COVID-19 symptoms.
- In any case, the number of persons within the construction site is reduced as much as possible.
- The possibility is examined and where possible, a system of staggered entry and exit from the construction site is implemented, with respective review/adjustment of the operations schedule to reduce overcrowding and contact at any given time.
- Arrangements are introduced to provide adequate number of entrances and exits to comply with the imposed social distancing and reduce overcrowding. At the same time, monitoring of entrances and exits, as well as the safe evacuation in case of an emergency, should be taken into consideration and ensured.
- It is ensured that the required 2-metre distance is maintained between people that may be in line to enter or exit the construction site using appropriate signs on the floor or through another means.
- Any entrance systems that require skin contact are deactivated (e.g. fingertips scanners) unless the surfaces/contact points are cleaned after each use.
- Hand cleaning installations are provided at the entrances and exits of the construction site. Handwashing is required by every person entering the construction site and is done using soap and water, for 20 seconds, as well as paper towels when possible, or an alcohol-based hand sanitizer (alcohol content above 60%), if there is no water.
- If there are any reception areas, they are thoroughly and systematically cleaned, keeping relevant records (cleaning time, name of cleaner).
- Parking places are provided for extra vehicles and bicycles.
- Specific control procedures regarding visitors and suppliers' entrance in the construction site are implemented and among others:
 - The number of persons that conduct site visits for supervisions or/and inspection purposes is limited as much as possible. These persons should remain in outside areas, where possible, maintaining the 2-metre required safe distance (social distancing).
 - In case of vehicles entering the site for transporting or/and unloading materials or/and equipment, the drivers must remain in their vehicles, in case the load or the unloading process permits it. The drivers and unloaders must wash or disinfect their hands before unloading any equipment or/and materials or in case they have to exit their vehicle.

- The implemented procedures are explained to every visitor and supplier and a leaflet with relevant guidelines is provided.
- Procedures for handling packages and envelopes received at the site are implemented, including removing wrappings or disinfecting the content.
- Every visitor and supplier mandatorily uses a face mask and gloves throughout their stay at the site, otherwise, they are not allowed to enter or they are provided with a face mask and gloves.
- Competent persons (assistants) are designated, in sufficient numbers according to the number of entrances and the number of people entering the site, to control the implementation of the above entrance measures. These persons remain at the entrance points throughout the operation of the construction site, where it is required.

10. Movement inside the Construction Site

- In case of people moving in the construction site using a vehicle, the following apply:
 - No more than two persons can ride in the same vehicle at any time.
 - Good ventilation is ensured. The vehicle's windows should remain open throughout the route.
 - Before entering and after exiting the vehicle, the passengers wash their hands thoroughly (for 20 seconds) using soap and water or they disinfect them using an alcohol-based solution. Liquid hand sanitizers should be provided in every vehicle.
 - Where it is practically feasible, the passengers should wear appropriate masks.
- Staircases should be preferred to staff elevators. Where possible and particularly in construction sites where there are a lot of workers, each elevator moves only towards one direction, except in case of an immediate emergency evacuation (e.g. fire, earthquake).
- In case of staff elevators use:
 - reduction of their lifting capacity and setting of the highest number of persons that can enter at a time, aiming to reduce overcrowding and contact between the occupants,
 - use of face mask by persons entering the elevator,
 - daily cleaning – disinfection of touch points, such as doors, buttons, handles and other surfaces of the elevator, and
 - designation of a competent person (assistant) to control the implementation of the above measures and the elevator's cleaning/disinfection, and who will be at the elevator's entrance throughout the elevator's operation.
- At the entrance of all rooms (such as offices, waiting rooms, dining rooms and other facilities), staff elevators, equipment for lifting people, or other areas where people enter, signs must be posted displaying the highest possible number of people that can enter simultaneously to avoid overcrowding and maintain the set minimum 2-metre distance.

11. Handwashing

- At the construction site, near the work positions, additional adequate areas and installations for handwashing must be provided, beyond the required areas designated for washing under normal conditions. Particularly in construction sites that take up large areas or where there is a large number of employees, specific arrangements must be made so that these areas and installations are sufficient, are found in many parts of the construction site, and are easily accessible.

- Soap, clean water and paper towels must be available throughout the site's operation and be stocked up/replaced continuously.
- Where there are no available sufficient handwashing areas and installations, adequate quantity of alcohol-based hand sanitizer (alcohol content above 60%) must be provided near the work positions, in bottles facilitating use.
- Daily and regularly, the cleaning and handwashing areas must be thoroughly cleaned keeping records (date, cleaning time, name of cleaner), and it should be checked that the available quantities of soap, water, paper towels or/and alcohol-based hand sanitizer (alcohol content above 60%) are sufficient.
- Appropriate and enough bins with lids must be provided for the disposal of used paper hand towels, and trash must be regularly removed and disposed of.

12. Sanitary facilities - Restrooms

- Sinks/facilities with soap and clean water must be provided for handwashing before and after using the toilet.
- Daily and regularly, the sanitary facilities areas must be thoroughly cleaned keeping records (date, cleaning time, name of cleaner), and regular cleaning-disinfection (solution with alcohol content above 60%) should be conducted by a specialised crew, particularly of handles/locks and sinks.
- The number of people using the restroom at a given time must be limited (e.g. by designating a competent control person/assistant). In construction sites with large numbers of employees, signs should be used, such as floor signs, to ensure the 2-metre distance between persons waiting in line.
- Portable toilets should be avoided, when possible, but when in use, they must be cleaned-disinfected (solution with alcohol content above 60%) and evacuated daily or/and regularly, keeping records (date, cleaning time, name of cleaner).
- Appropriate and enough disposal bins with lids for paper hand towels must be provided, which must be daily and regularly removed and cleaned, keeping records (date, cleaning time, name of cleaner).

13. Dining and resting rooms/areas

- Under normal conditions, persons at work must be offered accessible, sufficient and appropriate areas as follows:
 - resting areas or/and lodgings (shelters) or other areas for use in case of pause of operations due to bad weather, heatwave or other adverse weather conditions or if the safety or health of persons at work calls for this, mainly in terms of the type of activity or if the total number of persons working at the site is more than 10 or due to the site's size,
 - dining areas providing corresponding facilities, and
 - resting areas or/and lodgings must of sufficient size proportional to the number of people at work that take their break simultaneously.
- Due to the special conditions of dealing with the pandemic, the following additional measures are taken:

- Extra areas for dining and resting are provided, apart from the required ones under normal conditions, depending on the number of employees on site and the number of employees taking their break simultaneously so that maintaining the required social distancing is ensured.
- Arrangements for staggered operations pause/staggered breaks for lunch or/and rest are implemented so that the available areas are sufficient for the number of employees taking their break simultaneously to reduce overcrowding and avoid contact at any time.
- Restaurants/Canteens at the site can operate during the COVID-19 pandemic only if their operation is authorised by the competent Ministry of Health.
- Where possible, employees must be encouraged to bring their own food and reusable beverage bottles.
- The construction site's staff must remain at the workplace after their entrance and should not use shops, outside the site, to purchase food or/and beverages.
- Where there are no practical alternatives, canteens at the workplace can remain open to provide food to the staff with appropriate adjustments/arrangements for maintaining the required social distancing. The canteens can only provide prepared and very well packaged food only in disposable containers. Any payments must take place using a contactless credit card, where possible.
- Any means to heat food and hot beverages using kettles, microwave ovens or/and other appliances provided at the site (such as water cooling appliances) which it is not possible to safely clean after use, should be removed.
- The capacity of each dining or resting area must be clearly indicated at each area's entrance and the required assistants for supervising compliance with the social distancing measures must be present.
- Drinking water is provided with appropriate provisions for cleaning the faucet mechanism.
- All areas used for food or/and rest and particularly surfaces regularly touched, must be cleaned daily with proper cleaning and disinfection products, such as chlorine solution, at the end of each break and shift, including chairs, door handles, automatic machines, payment devices and other appliances installed in these areas.
- Handwashing or hand sanitizers (solution with alcohol content above 60%) installations are provided at the entrance of each dining or/and resting area and the staff must mandatorily clean and disinfect their hands when entering and exiting these areas.
- While eating, the employees must be/be seated 2 metres away from each other and avoid any contact with each other.
- Single use plates, dishes, cups, etc. are used unless they are washed with soap and dried after each use.
- Tables are cleaned after each use.
- Employees place all trash directly in the bin and do not let anyone else clean them.
- The canteen staff wash their hands regularly with soap and water for at least 20 seconds before and after handling food.
- The windows of the dining and resting areas are kept open at all times.

14. Changing rooms and showers

- Under normal conditions, since it is imposed by the type of work or for hygiene purposes, employees must have at their disposal sufficient proper showers and changing rooms in separate rooms for men and women.
- Due to the special conditions of dealing with the pandemic, the following additional measures are taken:
 - The possibility to increase the number or size of available showers and changing rooms should be examined, if possible.
 - Arrangements for a staggered schedule for their use to reduce overcrowding and contact between persons at any time.
 - The number of persons that can use any installation at any time is defined based on the installation's size and the requirement for maintaining a 2-metre distance between persons-users.
 - Regular and thorough cleaning of these areas using chlorine solution 1/99 during and at the end of each day is required.
 - Appropriate and sufficient disposal bins with lids are provided in these areas with regular removal and disposal.

15. Cleaning – Ventilation of Work Areas

- Thorough procedures of regular cleaning-disinfection must be in place throughout the construction site with diluted chlorine solution 1/99, particularly in common areas and points of contact, such as:
 - Faucets and handwashing installations.
 - Toilet sinks and toilet seats.
 - Handles and doors contact points.
 - Staircase and corridors railings.
 - Telephone sets and equipment (such as headphones).
 - Keyboards, copiers and other office equipment.
- All areas used for food must be well cleaned at the end of each break and shift, including chairs, tables, food preparation surfaces, door handles, automatic machines and payment devices.
- Regular cleaning-disinfection (with diluted chlorine solution 1/99) of the interior of the chambers of the machineries' vehicles, of the lift control units, of machineries and equipment and especially, cleaning between use by different drivers/operators.
- Daily cleaning of the work tools and other equipment after use and before returning them to storage.
- The points of garbage collection and storage should be adequate in size and number and disposed of regularly throughout and at the end of the day.
- Increased ventilation of closed areas. Where possible, windows must remain open throughout the use of the area.
- Systematic checking and maintenance of air-conditioning units and the forced ventilation central systems in closed workplaces according to the manufacturer's instructions, as far as possible.

16. First Aid

- First aid must be provided when necessary by competent persons properly trained-first aiders.
- Provision of adequate first aid means and supplies must be ensured.
- Emergency plans, including contact details, must be updated and the staff must be accordingly notified.
- Possible delays must be considered at the external emergency services response due to the current circumstances, and a provision for first aid supply at the construction site must be made, especially in cases where there is a great number of workers.

17. Construction Site meetings

- Teleconferencing must be preferred, and if this is not feasible:
 - Only the absolutely necessary persons should attend each meeting.
 - Participants must be at least 2 metres apart from each other and wear protective masks and gloves, when this is required.
 - The conference areas must be well aired out and the windows must be open to allow for good fresh air circulation.
 - Meetings should take place in open areas and only if this is not possible, take place in closed areas.

18. Staff monitoring and contact tracing

- Due to the delay in developing COVID-19 symptoms, it is extremely important to subsequently be able to locate the positions each employee worked at.
- In order to be able to provide the required information to the Epidemiological Infectious Diseases Surveillance and Control Unit, in case an employee tests positive for COVID-19, proper contact tracing procedures must be implemented so that each party can provide information regarding each of their employee's accurate work position, as well as the contact details of any other employee who may have been exposed. Similar requirements apply for the self-employed.
- Among others, a record of the staff and visitors with contact details must be kept (name, telephone number, email).

19. Obligations of persons at the workplace

- Each person since they are found or work at the construction site, must:
 - care for their own safety and health and that of other persons that may be influenced by the former's actions or oversights when at work,
 - cooperate with their employer or/and their representative, the SH construction coordinator, the site manager or/and their representative, when executing any operation or obligation required by them according to this Guide.

- implement the site's rules,
- participate in a training or informative programme if this is requested by their employer or/and their representative, the SH construction coordinator, the site manager or/and their representative,
- use the protective equipment or/and clothing provided to them and anything else provided for the safety, health and well-being of themselves or other persons at work, without interfering arbitrarily or make bad use of them on purpose or recklessly.

20. Implementation Control – Compliance Enforcement

20.1 Inspection

The Minister of Labour, Welfare and Social Insurance appoints Inspectors for the effective implementation of this Guide's provisions, based on the Safety and Health at Work Laws of 1996 to (N. 2) of 2015.

20.2 Disciplinary sanctions

Based on the powers provided to the competent Inspectors under the above Laws, in case any person, by which obligations are required under these Laws, is found to be failing to comply with the provisions of this Guide, the Inspectors may use the following legal tools to impose compliance, according to their judgement and based on the severity of the detected misconduct.

- (1) Issue of Improvement Notice to the person that fails to comply so that they correct the misconduct or, depending on the case, the conditions causing it, within a determined in the Improvement Notice time period, which can be no less than 14 days.
- (2) Issue of Exclusion Notice to any person responsible or competent for the site or the workplace or for the operations taking place therein, which will ban them from using the site or the workplace or from the conducting the operations, until the danger is eliminated to the satisfaction of the Inspector. The Exclusion Notice shall have immediate effect.
- (3) Suggestion to criminally prosecute the person that fails to comply with the provisions of this Guide.

21. References – Sources of information

Republic of Cyprus webpage about coronavirus COVID-19 (CY)

<https://www.covid19.cy>

Department of Labour Inspection webpage

<http://www.mlsi.gov.cy/mlsi/dli>

International Labour Organization (ILO)

ILO - COVID-19 and the world of work

<https://www.ilo.org/global/topics/coronavirus/lang--en/index.htm>

ILO - Prevention and Mitigation of COVID-19 at work (Checklist)

https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/instructionalmaterial/wcms_741813.pdf

European Agency for Safety and Health at Work (EU-OSHA)

https://osha.europa.eu/sites/default/files/publications/documents/COVID19_EU_guidance.pdf

ANNEX 1

Guide to the Management of a suspected case of COVID-19 at the workplace

Based on the provisions of the Safety and Health at Work legislation, all employers must prepare and, if necessary, implement an action plan for the management of a suspected case of COVID-19 at the workplace of the business or an installation thereof. In addition, a crisis management team must be designated, which shall undertake to prepare all required actions included in the action plan.

In case a suspected case of COVID-19 is located at the workplace, the crisis management team must take the following actions with composure, calmness and respect for the suspected case's personal information.

1. Isolate the suspected case in their workplace or in another designated area, from the other employees, visitors or other persons in the workplace.
2. Immediately provide to the suspected case presenting infection symptoms (fever, chest pain, sore throat and diarrhoea), a mask and tissues.
3. Immediately call the Ambulance Services call centre, telephone number 1420 (24/7), reporting the following information:
 - Name and Surname of employee,
 - Country of origin,
 - Employee's symptoms,
 - Address of workplace
4. Provide a simple surgical mask to a colleague of the suspected case in case they have to stay and take care of them. In this case, the colleague must be advised to wash their hands thoroughly with water and soap, each time they come into contact with the suspected case's secretions (e.g. saliva) and, definitely, before touching their face or before eating.
5. Instruct the rest of the staff or visitors to avoid entering the suspected case's workplace.
6. Give instructions so that the used protective equipment (mask and gloves) and other disposable materials that were used by the suspected case and other employees that came into contact with them, are disposed of in disposal bins with lid, and in no case, should they be used again.

7. Give instructions to the suspected case and other employees about how to use, remove and dispose of the personal protective equipment, as well as about how to thoroughly wash their hands with water and soap after removing the personal protective equipment.
8. Ensure the immediate cleaning and disinfection of all work areas where the suspected case has been, including dining and resting areas and sanitary facilities. The necessary arrangements must be made according to the guidelines for environmental cleaning (disinfection) in non-healthcare facilities exposed to COVID-19.

ANNEX 2

Checklist for the Protective Measures against coronavirus COVID-19 at the Construction site

PART A: ACTIONS/MEASURES CONTROL FOR COVID-19 BEFORE THE INITIATION OF OPERATIONS OF THE CONSTRUCTION SITE				
CONSTRUCTION SITE INFORMATION				
Business name:				
Address:				
S/N	ACTION / MEASURE	YES (✓)	NO ¹ (✓)	COMMENTS / COMPETENT PERSON
1.	Review of the Contractor and the project proprietor's (where applicable) Safety and Health Policy in relation to the management of COVID-19 and updating of workers, sub-contractors and suppliers.			
2.	Setting up a Pandemic Management Group (PMG).			
3.	Procedures for checking whether members of the staff belong to vulnerable groups or groups at higher risk of infection with COVID-19.			
4.	Review of the Written Risk Assessment per phase, action and operation in order to set measures.			
5.	Review of the Operations Schedule in order to implement management measures against COVID -19.			
6.	Review of the Safety and Health Plan regarding:			
6.1.	The structure of PMG and roles and responsibilities setting.			
6.2.	The implementation of specific measures against the pandemic (organisational and technical), prioritising executing operations maintaining the safe 2-metre distance between workers.			
6.3.	The arrangements for the division of the construction site into zones or the division of each Contractor and sub-contractor's crews/working groups to limit any possible transmission of the disease.			
6.4.	The arrangements for setting up Working Groups per action and work of up to 3 persons.			
6.5.	The approval procedure when it is required that the employees must work face to face at a distance smaller than 2 metres.			
6.6.	The measures monitoring and implementation control procedures.			
6.7.	Review of the procedures for managing accidents, occupational diseases, hazardous situations (Action Plan).			
7.	Arrangements for the effective control and monitoring of the implementation of the required measures in the construction site.			
8.	Designation of competent persons for the measures control.			
9.	Posting on an announcement board, in a visible position, of the competent persons information.			
10.	Designation of a competent person to daily review the checklist daily.			
11.	Arrangements for proper and sufficient sanitary facilities areas (restrooms), cleaning areas and dining and resting areas.			
12.	Arrangement s for regular cleaning – disinfecting the above areas and control and record keeping procedures.			

¹ Relevant clarifications are reported in column "COMMENTS"

S/N	ACTION / MEASURE	YES (✓)	NO ¹ (✓)	COMMENTS / COMPETENT PERSON
13.	Supply with sufficient quantity of appropriate cleaning and disinfecting products (water, soap, a hand sanitizer, as well as paper towels).			
14.	Supply of proper and adequate work equipment and personal protective equipment (PPE) such as, e.g. respiratory masks, safety shields, protective gloves, protective glasses, as well as first aid supplies.			
15.	Provision of thermometer to check the temperature of those entering the construction site and implementation of relevant procedure and designation of competent person.			
16.	Procedures to reduce overcrowding and contact at the entrance of the site through increasing the points of entry and exit or through implementing a staggered entry and exit system, where applicable.			
17.	Specific control procedures regarding visitors and suppliers' entrance in the construction site are implemented, as well as control of PPE use.			
18.	Designation of an area for the temporary stay of persons that may develop COVID-19 symptoms while at the site.			
19.	Arrangement for the employees to participate in an introductory programme, as well as daily updating regarding the specific measures that concern their work, where applicable.			
20.	Posting of guidelines and posters at easily visible locations of the site regarding handwashing and the use of masks.			
21.	Arrangements so that all persons at the site receive the informative leaflet entitled "Simple guidelines for the Protection of Employees from COVID-19 at the Construction Site" as well as a leaflet with the specific Rules of the site, where applicable.			
22.	Arrangements for training (first aid) in dealing with a case or a suspected case of coronavirus.			
23.	Systematic checking and maintenance of air-conditioning units and the forced ventilation central systems in closed areas, where applicable.			

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(Signature)

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(Full name)

Supervisor or legal representative of the project's proprietor

Date:

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(Signature)

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(Full name)

Contractor or their legal representative (Executive Officer)

Date:

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(Signature)

.....

(Full name)

SH construction coordinator (where required/applicable)

Date:

CHECKLIST

PART B: DAILY ACTIONS / MEASURES CONTROL FOR COVID-19 AT THE CONSTRUCTION SITE				
CONSTRUCTION SITE INFORMATION				
Business name:				
Address:				
S/N	ACTION / MEASURE	YES (✓)	NO ² (✓)	COMMENTS / COMPETENT PERSON
CONSTRUCTION SITE ENTRANCE / EXIT				
1.	Are the entrances / exits checked by competent persons for the control of the entry measures?			
2.	Is the required distance of 2 metres maintained between persons that may wait in line to enter or exit the construction site?			
3.	Is the temperature of every person entering the site checked?			
4.	Are there enough and appropriate cleaning and disinfecting products (soap and clean water or/and alcohol-based hand sanitizer as well as paper towels)?			
5.	Are visitors and suppliers checked for wearing protective masks?			
6.	Is there a posted sign displaying the rules for entering the site?			
7.	Are the contact details of each employee and their workplace recorded for contact tracing purposes, if this becomes necessary?			
STAFF TRAINING				
8.	Has an introductory training for all employees at the site taken place in a language understandable by each worker, in the case of foreign speaking workers?			
9.	Have the employees been informed regarding the specific measures concerning their operations taking place during the day?			
10.	Have all employees received the informative leaflet «Simple Instructions for the Protection of Workers at Construction Sites from COVID-19» and where applicable, a leaflet with the specific rules of the construction site in an understandable language to foreign-speaking employees?			
MOVEMENT WITHIN THE CONSTRUCTION SITE				
11.	Are there signs regarding the maximum number of persons allowed to enter simultaneously in the staff elevators and the equipment for lifting persons?			
12.	Is there a competent person at the entrance of the elevator to check the number of persons entering the elevator, the use of mask and the elevator's cleanliness?			
OPERATIONS WITHIN THE CONSTRUCTION SITE				
13.	Is the safe 2-metre distance maintained between employees during operations?			
14.	Has the construction site been divided into work zones or have each Contractor and subcontractor's crews/working groups been divided to limit the transmission of the disease?			
15.	For operations not maintaining the safe 2-metre distance:			
15.1.	Does every working group consist of 3 persons at the maximum?			
15.2.	In cases where employees work face to face, is there approval by a competent person and is the limitation of duration to 15-minute operations applied?			
15.3.	Is a mask or/and protective face shield used?			
15.4.	Is there additional supervision for these operations?			

² Relevant clarifications are reported in column "COMMENTS"

S/N	ACTION / MEASURE	YES (✓)	NO ² (✓)	COMMENTS / COMPETENT PERSON
HANDWASHING / SANITARY FACILITIES / CHANGING ROOMS AND SHOWERS				
16.	Are all the above areas equipped with soap, clean water, paper towels, as well as alcohol-based hand sanitizer (alcohol content great than 60%) which are stocked up/replaced continuously?			
17.	Are there signs with instructions regarding the proper way to hand wash and disinfection?			
18.	Are there proper disposal bins with lids for the disposal of the paper hand towels or toilet paper within the sanitary facilities/toilets?			
19.	Is the safe 2-metre distance maintained between people waiting in line to use the sanitary facilities?			
DINING AREAS / RESTING ROOMS				
20.	Is there a sign regarding the maximum capacity of the dining areas/resting rooms?			
21.	Are there sufficient dining areas or/and are arrangements for staggered operations pause/staggered breaks applied so that employees sit/are 2 metre away from each other while eating?			
22.	Is compliance with the social distancing measures supervised by a competent person?			
23.	Are there enough and appropriate cleaning and disinfecting products (soap and clean water or/and alcohol-based hand sanitizer as well as paper towels)?			
24.	Are there proper and suitable disposal bins with lids for the disposal of trash/waste as well as the paper hand towels or toilet paper?			
25.	Do the employees throw their trash/waste directly into the disposal bins?			
26.	Are all windows in the dining areas and the resting rooms open so that the areas are properly aired out?			
27.	Have any appliances whose cleaning after use is not possible been removed (such as kettles, microwave ovens, water cooling appliances)?			
OFFICES				
28.	Is the safe 2-metre distance maintained within the construction site's offices?			
29.	Are all the offices' windows open so that they are properly aired out?			
CLEANING				
30.	Are records kept regarding the date, time of cleaning and the name of the cleaner (checklist)?			
31.	Are work tools and other equipment daily cleaned after their use and before returning them to storage?			
32.	Are the points of garbage collection and storage regularly cleared out?			
FIRST AID				
33.	Is there adequate first aid equipment on site?			
34.	Is there a trained first aider on site?			

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(Signature)

.....
(Signature)

.....
(Full name)
Contractor or their legal representative
(Executive Officer)

.....
(Full name)
SH construction coordinator or other competent person

Date:

Date:

Simple Guidelines for the Protection of workers on construction sites from COVID-19

Protection of your own health and the health of your family and your fellow citizens is very important. You must at all times comply with the rules of the construction site where you work and faithfully follow the instructions of the construction site supervisors by applying the following:



1 Notify your employer or supervisor of the construction site:

- If you belong to vulnerable groups so that appropriate measures may be taken for your protection.
- If, during the previous days, you had worked on a different construction site or workplace, where a confirmed or suspected case of COVID-19 has been identified.

2 In case you have COVID-19 symptoms or have come into contact with a COVID-19 confirmed case:

Stay at home or self-isolate in the designated area at your workplace and wear a mask. Immediately call 1420 and your personal physician, and notify your employer.



3 General guidelines

- Notify the designated competent person in case you or someone else feel unwell (symptoms like fever, cough, chest ache, sore throat or diarrhea).
- Always keep a safe distance of at least 2 metres apart in each area and while entering-exiting the construction site.
- Skin-to-skin contact and/or face-to-face contact with other workers or visitors IS PROHIBITED.

4 Movement within the Construction Site

- No more than two individuals can be in the same vehicle at the same time. Always keep the vehicle's windows open.
- Use stairs, in the permitted direction, in preference to lifts, where possible.
- Follow the instructions regarding the maximum number of persons allowed to use the lift at the same time.
- Wear a suitable mask when using the lift with other individuals.
- Sanitize the parts of the vehicle you have touched, both before and after using it.



5 Working together at a distance of less than 2 metres

- Use a mask and/or a face shield.
- If you have instructions to work in a team with others, the team must consist of no more than 3 persons.
- Work side by side, without looking at/facing each other.
- You may work face-to-face with another worker only after approval by a competent person and for no more than 15 minutes.



6 Use of Equipment and Personal Protective Equipment (PPE)

- Use soap and water to wash your hands or disinfect your hands before and after using any tool or work equipment.
- Use the same tools and equipment. Clean them after each use and before returning them to the storeroom.
- Use your own Personal Protective Equipment (PPE). Do not share it with others. Thoroughly clean reusable PPE after use.
- Discard disposable PPE in suitable rubbish bins after using them and close the lid.



7 Use of washrooms - sinks

- Keep a safe distance of 2 metres apart if you are waiting in line.
- Always wash or disinfect your hands before and after using the toilet.
- Use disposable paper towels to dry your hands.
- Discard rubbish in a rubbish bin and close the lid.



8 Eating and rest areas

- Keep a safe distance of 2 metres apart when eating and avoid contact with others.
- Follow the rules regarding the maximum number of persons that may be present in an area at the same time.
- Wash your hands with water and soap or disinfect your hands when entering or exiting the eating area.
- Try to bring your own food and your own reusable drinking cups.
- Use your own or disposable dishes, utensils, cups.
- Discard rubbish in a rubbish bin and close the lid.



AT HOME

- Remove your shoes and leave them outside, before you enter the house.
- Wash your hands with soap and water and take a shower.
- Disinfect your personal equipment.
- Wash and/or sanitize your work clothes and work shoes.



