



spacefinishh

WORKPLACE RETURN PROCEDURE

CONSTRUCTION AND PROJECTS



Overview

With the recent directive from the Federal Government and the guidelines from Lagos State Government, Spacefinish shall be initiating a Standard Operating Procedures in line with guidelines from NCDC and other international/local guidelines to manage the return to work of our staff and Partners. This standard procedure is designed to ensure the efficient management of the return to duty of every staff before and during work.

This document contains best practices that can help to keep the workers safe and shall be subject to review periodically.

COVID-19

This is the infectious disease caused by the most recently discovered novel coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting many countries globally.

MODE OF TRANSMISSION:

People can catch COVID-19 from primarily from person to person who has the virus.

- Through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks.
- People can catch COVID-19 if they breathe in these droplets from a person infected with the virus.
- By touching infected objects or surfaces, then touching their eyes, nose or mouth.

• SYMPTOMS OF COVID-19

Some people become infected but only have very mild symptoms which begin gradually. While some infected persons are Asymptomatic. The most common symptoms of COVID-19 include the following:

- Fever
- Dry cough
- Tiredness.
- Aches and pains
- Nasal congestion or difficulty breathing.
- Sore throat
- Diarrhea.

• PREVENTIVE MEASURES

The most effective ways to protect yourself and others against COVID-19 are to:

- Clean your hands frequently and thoroughly
- Avoid touching your eyes, mouth and nose
- Cover your cough with the bend of elbow or tissue. If a tissue is used, discard it immediately and wash your hands.
- Maintain a distance of at least 1 metre (3 feet) from others.

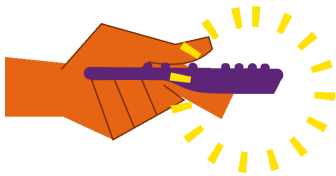


Transitioning into The Workplace

ENSURING PROTECTION ACROSS WORK-
SPACE JOURNEY

TRAVEL TO WORK

- Public, employer-sponsored and individual transport
- Access controls



PRE - ENTRY

- Policy and education
- Workforce communication/sensitization



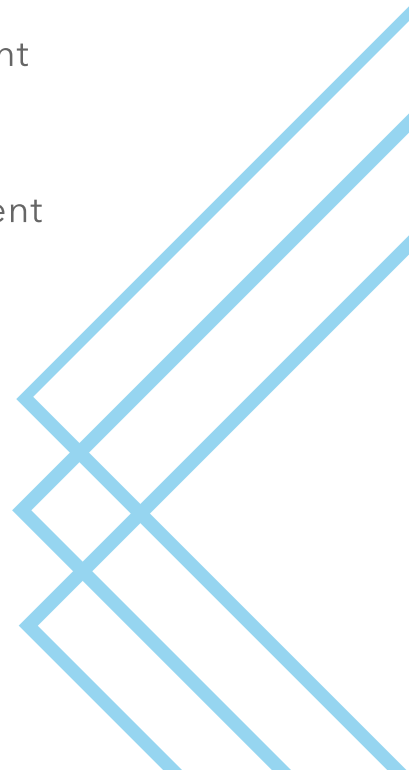
COMMON SPACES

- Meeting rooms
- Cafeteria
- Hallways/Staircases
- Restrooms



WHILE AT WORK

- Work environment (project site)
- Office environment



WORKPLACE PRE-ENTRY PROCEDURE

We are ensuring Subcontractors/employees have completed all return to work training (as related to COVID-19) or other sensitization training. Example of such will be courses on infectious substances prevention and control

We are ensuring employees complete health questionnaire on COVID-related symptoms

We are sharing with and will train employees on what to expect when returning to the workplace (information on new work practices, infrastructure, changes to daily schedule and operations and personal wellness guidance for outside of the workplace

Educating employees on safe commute, work and personal wellness practices:

- Train employees on commuter safety practices such as wearing masks in public, avoiding rush hour etc.
- Train employees on the best practices for cleaning and disinfecting following use of public transport and prior to entry

If a worker experiences any symptoms i.e. Dry cough, fever, high temperature, etc. should communicate by email to his/her supervisor and the designated personnel

Stay out of the work area until further verification is carried out and a return to work document is issued.

TRAVEL TO WORK MEASURES

Increase safety protocol in company sponsored travel (e.g. staff bus)

- Restrict seating on company operated shuttles to half capacity
- Temperature check employees prior to boarding the shuttle
- Disinfect shuttle vehicle after each trip. Provide disinfecting kits and PPE to shuttle operators/drivers

We are encouraging employees to use private transport where possible or Uber (car-pooling)

Increase controls at entry point

- Maintain a 6 ft distance between individuals lining up for entry
- Separate points of entry and exits to minimise and streamline contact between employees

Encourage or mandate the use of appropriate PPE:

- Forbid anyone who does not wear face masks from entering into company buildings
- Recommend face masks and gloves in all or specifically designated Areas of the company

Temperature testing stations will be established at entry points.

Clearly communicate safety protocols at entry

Limit onsite capacity

Restrict non-employee entry except for critical activities



Work/Site

A safety brief shall be carried out before entry into the facility and the completion of a form shall be required at the point of entry. It is mandatory to sign into the facility even if it is just 5 minutes visit.

Safety precautions shall be strictly adhered to at the point of entry. All partners are mandated to wash their hands and put on a nose mask before entering the facility.



A brief assembly on daily update; pep talk shall be coordinated by (COVID 19 WARDEN).

While at work, social distance shall be maintained as well as improved personal hygiene in work areas.

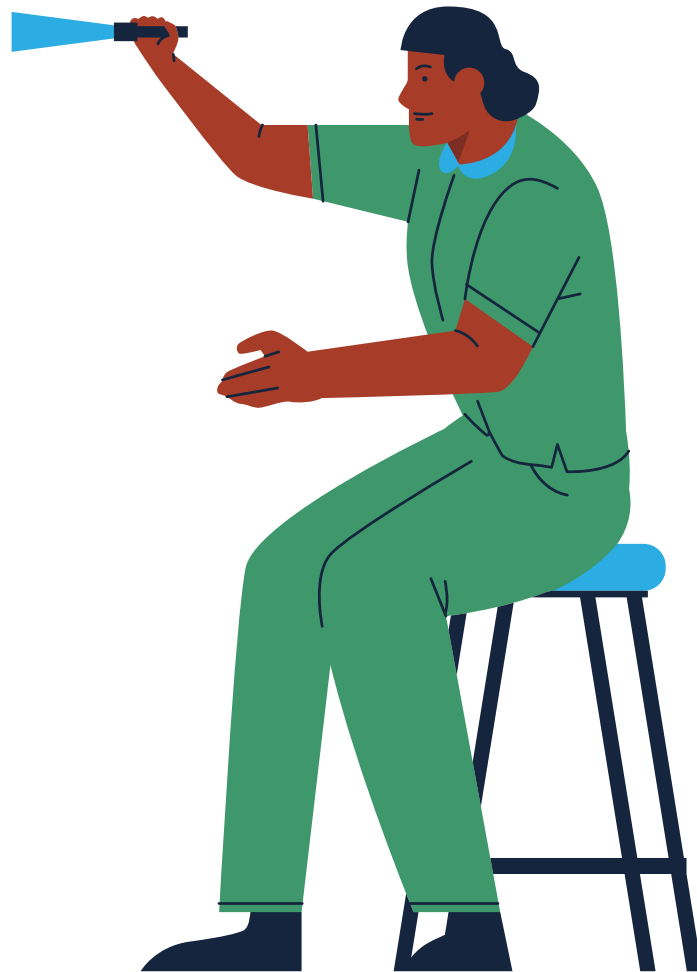
All staff shall be responsible for maintaining the cleanliness of the office area with regards to disinfection of surfaces.

Signage to avoid the use of handrails, common pens, etc. should be adhered to.

COVID-19 WARDEN

The organisation will employ a COVID-19 warden or officer. This is a non-regular warden such as the fire Warden which we have designated for the purpose of reducing the risk of COVID 19 to personnel in all our facilities. He shall be responsible for implementing most of the precautionary arrangements in place.

- Stagger work shifts between or implement flexible work hours to prevent overlap between employees and improve contact tracing
- Reduce operating hours to accommodate additional cleaning
- Promote healthy personal habits and hygiene
- Highlight new workplace safety processes and policies through prominent displays (signage)



COVID-19 WARDEN CONT'D

Encourage or mandate the use of appropriate PPEs

- Ensure protective clothing and PPE (including masks/face coverings) are not shared between employees or contractors

Ensure physical separation (social distancing) within the project site/construction area

- Provide cleaning equipment to employees and customers:
- Provide cleaning supplies, hand sanitizer and sanitation supplies
- Installation of hand sanitizer dispenses and hand wash stations in strategic places

Provide contactless thermometers in strategic areas within the worksites (e.g. in first aid kits) to encourage safe, opt-in temperature testing through the day

Minimise person to person contact for material distribution

Limit larger gatherings/meetings of employees:

- Hold necessary group meetings via video conference where possible (even if employees are within the company premises)

Emphasise high-frequency, high visibility cleaning:

- Frequent cleaning of high-traffic areas/surfaces (e.g. lobbies, cafeterias, bathrooms, elevators, stairways)
- Increased routine sanitization of common areas to every 2 hours (ensure visible recording or monitoring of the cleaning)

Group employees/contractors into critical function teams, operating pods or work shifts and do not rotate individuals with other teams

Common Spaces

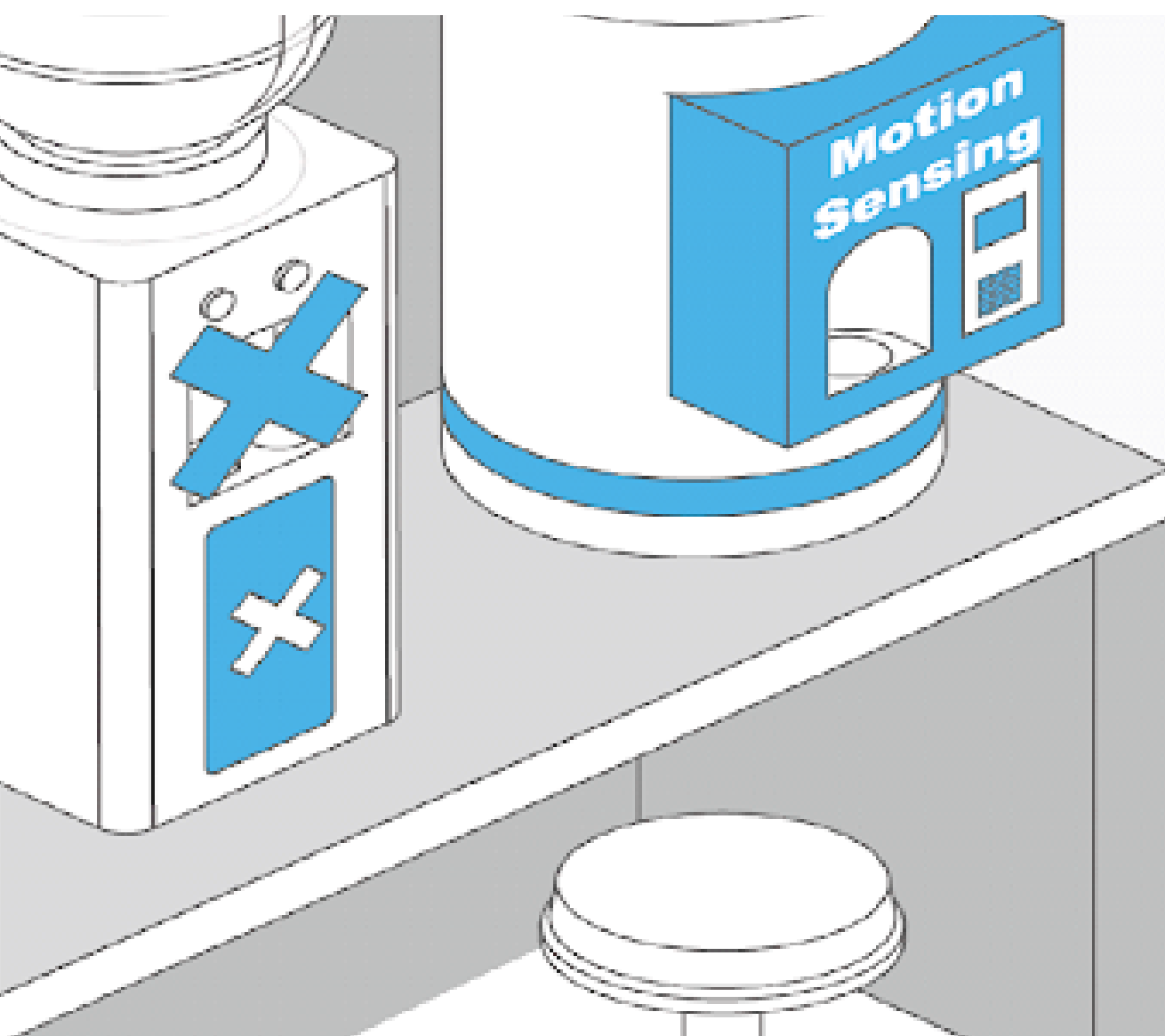
Identify high risk areas and high touch areas based on a walk-through assessment and use the assessment to inform new safety measures

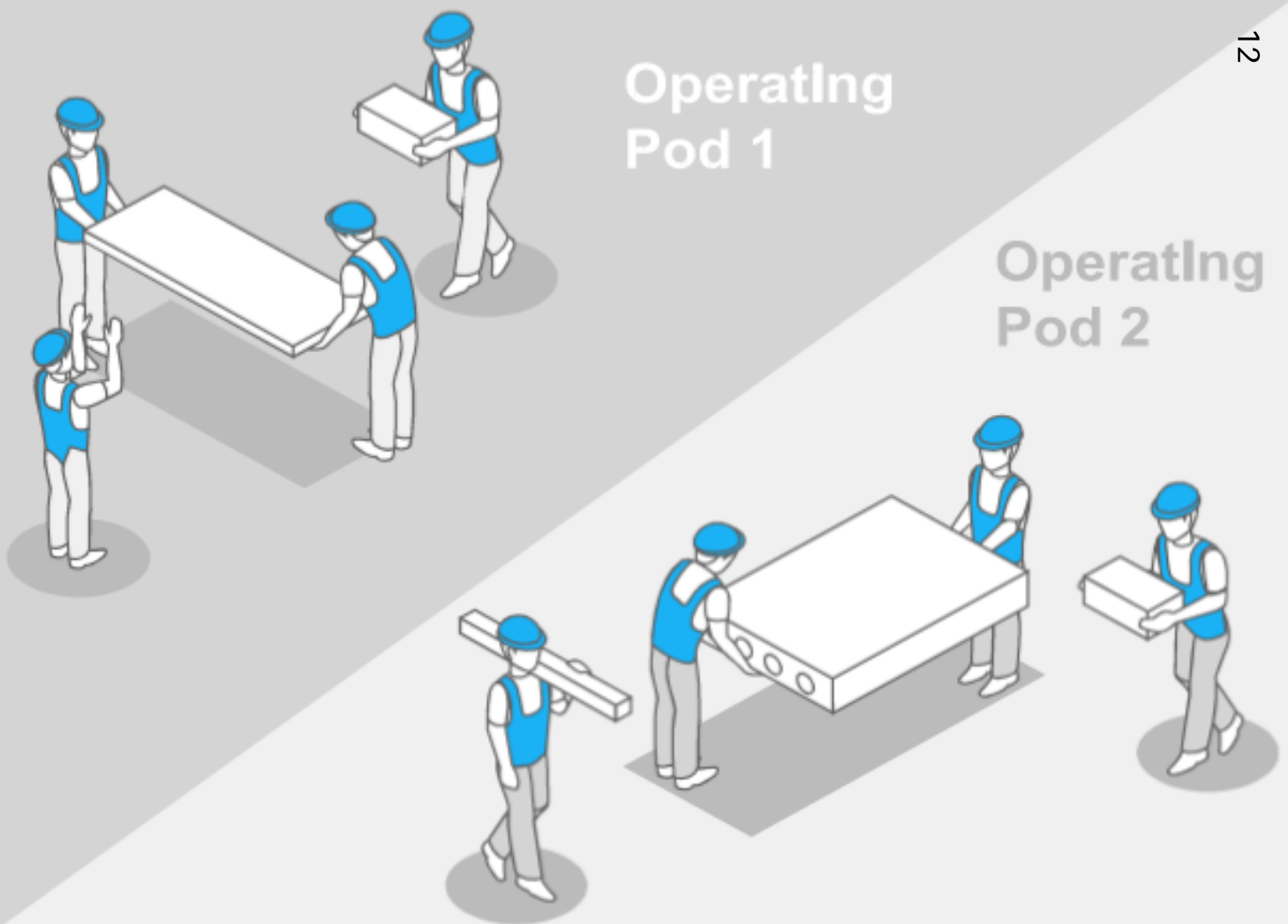
Remove or replace high-touch communal resources with individualised services e.g.

- Use bottles water or motion sensing water dispensers if possible

Minimise use of handles and physical interfaces

- Modify items to minimise contact such as foot operated door handles
- Remove need for physical interface where possible such as leaving doors open





Limit capacity in elevators to enforce physical distancing

Similarly stagger other routine activities in common areas

Monitor policy adherence

Encourage and mandate use of PPEs

Promote healthy personal habits

Use prominent displays highlighting new processes and policies

Stagger lunch hours in order to distribute the amount of people coming to cafeteria at a time (extend cafeteria operating hours)

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