



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Management Procedure – Pandemic Management

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1. Applicability

This element of the Lusail Construction Safety Management Procedures (LCSMP) provides guidelines to the Contractor for pandemic management through communication and education of personnel on pandemic illness potential, and coordination with outside organizations to monitor and prevent pandemic occurrence. The Pandemic Management Plan (Plan) provides resources for acquisition of information that may be used to answer employee questions and concerns regarding pandemic planning and response.

This element applies to all Lusail personnel, Contractors, Developers, Consultants and subcontractors working on the Lusail project.

2. Definitions

Term	Description
WHO	World Health Organization
CDC	Centers for Disease Control
Exposure Records	Exposure records consist of monitoring data and analytical reports which summarize worker exposure to chemical, radiological, or biological hazards.
Medical Records	Documents summarizing patient medical historic and a summary of evaluation and treatment provided for physical injury and illness.
Pandemic	A condition, usually illness or disease, affecting humans on multiple continents, typically hemispheric or global.

3. Discussions

A pandemic virus emerges because of a process called antigenic shift, which causes an abrupt or sudden and major change in influenza viruses. Public health officials closely monitor the movement of influenza through avian and swine populations. The public health fear is that the virus may obtain the ability to shift and incorporate the ability to infect humans directly through human-to-human contact. At that point, the threat of a regional epidemic or a global pandemic may be realized. Public health officials watch both avian and swine flu outbreaks closely to monitor potential for an antigen shift and progression to a human transmissible disease.

Government health agencies continually monitor influenza and other diseases worldwide. Human cases are reported and updated by the World Health Organization (WHO) and U.S. Centers for Disease Control (CDC). This information is used by responsible governmental agencies for planning and response actions as required to minimize the spread and effects of disease outbreaks. It is important that information provided by the CDC or WHO is made available to employees when there is potential for impact on work conditions or local community health.

4. Disease Reporting and Communication:

Recognition:

The WHO and CDC websites provide information on how to detect and recognize early signals of disease. In general, clusters of three or more persons with unexplained moderate-to-severe acute respiratory illness are suspect.

Reporting:

Employees shall notify their employer if they have a suspected or confirmed case of a pandemic illness immediately. The employer shall immediately notify the Lusail Occupational Health Advisor (OHA) of the reported symptoms with a request for evaluation and direction. **5. Pandemic Flu Planning Checklist**

This checklist is intended to help Contractors plan for a pandemic by developing or adapting existing emergency contingency plans. This checklist is intended to assist Contractors with developing a comprehensive Plan specific to their workforce and environment.

The checklist outlines key actions to help with planning, preparations and monitoring.

- Early Planning: action to take now
- Preparation: action to take now, and on an ongoing basis if the World Health Organization (WHO) Pandemic Phase increases
- Reaction: Action to take if a pandemic becomes imminent
- Response: what to do during and following a pandemic

Not all items provided on this checklist will apply to every workplace.

The checklist is intended as a planning aid, which can be added to, or shortened according to local work circumstances. It is anticipated that most Contractors will wish to modify the checklist to be incorporated with existing contingency plan(s).

It is recommended that managers review plans on a regular basis and monitor updates from the WHO website and Qatar health agencies.

A. Checklist for a Pandemic Management Plan

1. Early Planning:				
[Note: If you wish to complete the checklists below electronically, to put an X in a box, double-click on the box and change the Default Value to Checked]				
Completed	In Progress	Not Started	Actions and Activities	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Read the latest updates from WHO website http://www.who.int/en/	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Place pandemic flu onto the projects' risk register to ensure that senior management have the opportunity to review plans on a regular/ formal basis.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify who would make any decision on whether to reduce operations, close/ reopen sites and departments, etc, for example, in the case of staff absences, or because of government/ medical advice. Who is the project's nominee to lead on emergency planning? Are they clear on their role? Is there clarity of senior management roles and responsibilities - who would be the authorities in event of senior management absence? Is their personal/ business contact information readily available to the development emergency planners?	

			Does the business operate from multiple sites, including labor only placed in external work? If so, do you have site nominees/ contacts? Do you have up to date contact details and arrangements in place?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish medical arrangements of site and labor camps	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Read the infection control guidance on WHO website	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider whether your site could do more to encourage practices that would support infection control. Check whether your site is suitably equipped with materials needed to implement and manage effective infection control measures (e.g. tissues/ tissue disposal, access to hot water and soap, etc).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check cleaning arrangements/contracts and whether special provision could be provided during a pandemic.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop communication and dissemination plans for staff, operatives and subcontractors including information about possible site/ department closures	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider how the business might support public information campaigns by providing accurate information to employees about pandemic flu.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check with insurance brokers to ensure security of wages/salary in the event of a close down. Plan for shortages in budget required to pay wage bills.	
2. Preparation: Action to take now, and on an ongoing basis if the WHO Phase increases [Note: If you wish to complete the checklists below electronically, to put an X in a box, double-click on the box and change the Default Value to Checked]				
Completed	In Progress	Not Started	Actions and activities	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review lists of medical and key contacts; including Qatar municipality and government contacts, and your local healthcare provider	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check and update staff/ contractor and where appropriate, family contact details. Consider also compiling home email addresses for staff that have access to the internet at home.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider how you might operate in the event of key staff absence (including both management and supervisory staff). Taking a risk-based approach, consider the allocation of extra/ different responsibilities, duties and cover arrangements during a pandemic – including who would take responsibility in the event of leadership team absences.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule a skeleton crew to maintain the site during a period of work cessation.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review procedures for communicating with staff, subcontractors, suppliers and families.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider how to support employees with recovery from pandemic flu	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the languages spoken by the worker population and their families, and how the information might be translated into those languages.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review whether your department/ site could do more to encourage practices that would support infection control. Check whether your area is suitably equipped with materials needed to implement infection control measures (e.g. tissues and tissue disposal, access to hot water and soap, etc).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review cleaning and medical arrangements / contracts and whether special provision could be provided during a pandemic.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider setting aside a physical site central to the camps/ projects where an infection control point might be set up and those declaring illness can be isolated	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-plan; consider developing template letters, both for the closure of sites, reduced operations and reopening.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider whether resources and materials can be prepared for managers to work independently from	

			home. Consider what arrangements might be needed to support such working.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop communications mechanisms in the possible event of site closures e.g. Telephone trees and text messaging services - test communication mechanisms.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Undertake a range of dry runs to debug plans and highlight weaknesses in your plans.	
3. Reaction: Action to take if a pandemic becomes imminent				
[Note: If you wish to complete the checklists below electronically, to put an X in a box, double-click on the box and change the Default Value to Checked]				
Completed	In Progress	Not Started	Actions and activities	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look out for updates from Qatar Govt, WHO, and/or local health authorities	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate with nominated local authority contacts; agree arrangements for providing updates.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare for operating with reduced capacity, check arrangements for management and non management duties being covered in the event of absence. Are there specific members of staff whose absence would make it impossible to keep a site open e.g. on health and safety grounds? Are there any contingency options? If it is necessary to close a site, are there clear decision-making/communication channels in place?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider how you might support public information campaigns to ensure that students have a properly informed understanding of pandemic flu – for example, information displays, workshops, drop-in surgeries, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check again, WHO guidance on human flu pandemic planning and infection control guidance.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the HR policies and procedures for absence during a pandemic (for instance the likelihood of increased staff absence due to their partner or own child's illness).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish, check and ensure clear policies for sending sick employees home.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review and update all contact lists.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test communication mechanisms in the possible event	

			of site/ department closures.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check staff are aware of and able to take on additional roles and responsibilities of staff / cover duties.	
4. Response: a) If pandemic reaches Qatar [Note: If you wish to complete the checklists below electronically, to put an X in a box, double-click on the box and change the Default Value to Checked]				
Completed	In Progress	Not Started	Actions and activities	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review plans and preparations.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regularly check for updates from Qatar Govt. and local health authority, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Put pandemic plans in place - including any changes to operational arrangements.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check the communications chain that will issue information – are all contact details up to date?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enact plans and preparations. Keep staff informed and provide information on the nature and extent of pandemic flu in the area. Note any government advice to try and maintain essential day to day activities as normally as possible.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check coordinating staff are able to communicate with employees, and if at all possible, means are provided for staff working either via remote means or by sending work home.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue to look out for updates from the WHO and Qatar Govt.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review how the decision to reopen project/ sites will be made, refer to any updates/ advice from WHO, Qatar Govt., etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check with the HSE, Medical and Logistics department heads that the site is ready for re-opening.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate with staff and operatives, and where appropriate, alert them to plans for site/ department reopening.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement arrangements for re-opening.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate with staff and operatives that the site/ departments with details of reopening.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Re-open the sites/ departments and maintain vigilance at clinic and within departments	

6. Arrangements

The Lusail Occupational Health Advisor will complete the recommended checklist and communicate contingency planning requirements to Lusail Management for approval.

The Plan shall identify responsible persons and specific arrangements for the management of a pandemic outbreak. The Plan shall identify methods, techniques, actions for prevention of spread. To further reduce the potential for pandemic outbreak occurrence in labor camps, the Isolation Guidelines (Attachment [LUS-HSE-FM4-446-081](#)) shall be followed.

7. Attachment

[LUS-HSE-FM4-446-081](#) Isolation Guidelines