



# Coronavirus (COVID-19) Domestic Installation Working Methodology

## Contents

Leaving your residence .....	2
Travelling with your colleague .....	2
Stopping for fuel/food/water .....	2
Travelling to the warehouse/local hub .....	2
Warehouse Facilities .....	2
Kit collection.....	3
Travelling to the site .....	3
Arrival at site.....	3
Introduction to customer .....	3
Erect access equipment .....	3
Property checks/assessment – Internal.....	4
Property assessment – External .....	4
Installation setup .....	5
Commencing Internal Works .....	5
Commencing External Works.....	5
Transporting and Fitting Solar Panels.....	5
Completing Internal Works and Commissioning .....	6
Install Complete .....	6
Customer Handover .....	7
Leaving the Property .....	7
Stop for fuel/food/water .....	7
Travelling to the warehouse/local hub .....	8
Waste Disposal.....	8
Travelling with your colleague .....	8
Arriving at Your Residence. ....	8



## Leaving your residence

- a) Is anyone in your residence showing signs of Coronavirus (COVID-19), if yes inform your TM and HR immediately.
- b) Before departing use sanitising/anti-bacterial wipes to clean all hard surfaces within the cab of the vehicle.
- c) Use sanitising/anti-bacterial wipes/gel on hands/forearms if exposed.
- d) Ensure all used sanitising/anti-bacterial wipes have been securely bagged for disposal.

## Travelling with your colleague

- a) Before entering the vehicle ensure the intended passenger has used sanitising/anti-bacterial wipes/gel on hands/forearms if exposed.
- b) Both operatives put on face coverings.
- c) Open windows (if appropriate) allowing a steady flow of fresh air.
- d) Touch the least number of surfaces as possible.

## Stopping for fuel/food/water

- a) Follow social distancing guidelines wherever possible. In the event of not being able to adhere to the guidance, the use of a face covering should be considered.
- b) Use disposable gloves when handling fuel pumps. Discard in onsite bins when task completed.
- c) Use contactless payment where possible.
- d) *\*Recommendation\* Where possible bring pre-prepared food and drinks, to avoid unnecessary stops.*

## Travelling to the warehouse/local hub

- a) You must call the Warehouse Manager (WM) 15 minutes before arrival. WM will advise on collection status and prepare goods.

## Warehouse Facilities

- a) Entrance to the warehouse is strictly prohibited. Should access be required, prior agreement with Warehouse Manager and/or Project Manager must be sought.
- b) Welfare facilities are available, with access limited to 1 team having use at any time.
- c) Operatives must always follow designated walkways.
- d) Hands must be washed before and after using any welfare facilities.
- e) Touch the least number of surfaces as possible.
- f) Doors are to be left open and should not be closed by any other person than WM.



## Kit collection

- a) Entrance to the warehouse is strictly prohibited.
- b) WM will allocate a collection point and time on the pre arrival call.
- c) Follow social distancing guidelines wherever possible. In the event of not being able to adhere to the guidance, the use of a face covering should be considered.
- d) Use disposable gloves when handling materials/equipment. Discard in onsite bins when task completed.
- e) WM to use sanitising/anti-bacterial wipes on cages before and after team have unloaded materials/equipment.

## Travelling to the site

- a) Both operatives put on face coverings.
- b) Open windows (if appropriate) allowing a steady flow of fresh air.
- c) Touch the least number of surfaces as possible.
- d) Call customer to give ETA and recap on process for entering property and safe systems of work, escalating any concerns to TM if needed.

## Arrival at site

- a) External assessment of the property to be undertaken where possible without accessing the grounds of the property, escalating any concerns to TM if needed.

## Introduction to customer

- a) Use disposable gloves before proceeding to have any contact with customer property including external gates, doorbells etc.
- b) Knock on door and immediately step back a minimum of 2m.
- c) Recap on process for entering property and safe systems of work, escalating any concerns to TM if needed.
- d) PPE must be worn before entering the property, this includes but not limited to;
  - Disposable gloves
  - Disposable coveralls
  - Face covering
  - Overshoes

## Erect access equipment

- a) Set up safety exclusion zone.
- b) Move all required equipment within working area.
- c) All equipment should be erected in line with CES RAMS.



## Property checks/assessment – Internal

- a) PPE must be worn when entering the property (in order of fitting)
  - Disposable coverall
  - Shoe covers
  - Face covering
  - Goggles/face shield (if required)
  - Disposable gloves
- b) Follow social distancing guidelines wherever possible.
- c) Doors should always remain open.
- d) Assess the equipment within the immediate working area, ensuring no defects or damage are present, which may result in postponement of the install or harm/injury to any person(s), escalating any concerns to TM if needed.
- e) Assess the area(s) where the work will take place, taking note of required tools/material to undertake task.
- f) When exiting the property, PPE must be removed (in order of removal)
  - Gloves.
    - ✚ Grip the outside of the glove with the opposite gloved hand, peel off.
    - ✚ Hold the removed glove in the gloved hand.
    - ✚ Slide the fingers of the un-gloved hand under the remaining glove at the wrist.
    - ✚ Peel the second glove off over the first glove.
    - ✚ Bag ready for disposal.
  - Coverall.
    - ✚ Unfasten.
    - ✚ Pull down away from neck and shoulders touching inside only.
    - ✚ Pull down over legs.
    - ✚ Fold or roll into a bundle.
    - ✚ Bag ready for disposal.
  - Goggles/face shield (if worn)
    - ✚ Handle only by the headband or the sides.
    - ✚ Bag separately ready for cleaning/sanitising.
  - Face covering
    - ✚ Unfasten the ties or strap.
    - ✚ Pull away from face without touching front of the covering.
    - ✚ Bag ready for disposal.

## Property assessment – External

- a) Standard PPE to worn at all times.
- b) Follow social distancing guidelines wherever possible.
- d) All checks should be completed in line with CES installation process.



## Installation setup

- a) Ensure all required tools/equipment are in the safety exclusion zone, alleviating the need to make multiple trips off the premise to the vehicle.
- b) Prepare equipment outside within exclusion zone to reduce time spent within the property.
  - ✚ Fit AC/DC isolators to inverter back board.
  - ✚ Mount inverter bracket to back board.
  - ✚ Terminate DC isolator and MC4 connectors.
  - ✚ Terminate AC isolator and inverter plug.
  - ✚ Remove knockouts from PVDB and install glands.
  - ✚ Terminate meter tails and earth connection in PVDB.

## Commencing Internal Works

- a) PPE must be worn when entering the property (in order of fitting)
  - Disposable coverall
  - Shoe covers
  - Face covering
  - Goggles/face shield (if required)
  - Disposable gloves
- b) Follow social distancing guidelines wherever possible.
- c) Aim to complete works in one area of the property at a time, to limit movement and avoid interaction with others.
- d) Wipe down immediate working area with sanitising/anti-bacterial wipes, before commencing works, bagging ready for disposal.
- e) Do not put any tools or equipment near your face.
- f) Do not leave any tools or equipment unattended.
- g) Wipe down immediate working area with sanitising/anti-bacterial wipes, after completing works, bagging ready for disposal.

## Commencing External Works

- a) Follow social distancing guidelines wherever possible.
- b) All works should be completed in line with CES installation process.

## Transporting and Fitting Solar Panels

- a) Electrician will be required to exit the property to assist.
- b) Do not leave any tools or equipment unattended within the property.
- c) PPE must be removed (in order of removal).
  - Gloves.
    - ✚ Grip the outside of the glove with the opposite gloved hand, peel off.
    - ✚ Hold the removed glove in the gloved hand.



- ✚ Slide the fingers of the un-gloved hand under the remaining glove at the wrist.
  - ✚ Peel the second glove off over the first glove.
  - ✚ Bag ready for disposal.
  - Overall
    - ✚ Unfasten.
    - ✚ Pull down away from neck and shoulders touching inside only.
    - ✚ Pull down over legs.
    - ✚ Fold or roll into a bundle.
    - ✚ Bag ready for disposal.
  - Goggles/face shield (if worn)
    - ✚ Handle only by the headband or the sides.
    - ✚ Bag separately ready for cleaning/sanitising.
  - Face covering
    - ✚ Unfasten the ties or strap.
    - ✚ Pull away from face without touching front of the covering.
    - ✚ Bag ready for disposal.
- d) Follow social distancing guidelines wherever possible.
- e) Disposable gloves must be worn.
- f) All works should be in line with CES installation process.

## Completing Internal Works and Commissioning

- a) PPE must be worn when entering the property (in order of fitting)
- Disposable overall
  - Shoe covers
  - Face covering
  - Goggles/face shield (if required)
  - Disposable gloves
- b) Follow social distancing guidelines wherever possible.
- c) Aim to complete works in one area of the property at a time, to limit movement and avoid interaction with others.
- d) Should the roofer be required to assist internally, PPE must be worn and same process applies (17.a).
- e) Any occupants must be made aware of a second operative within property.
- f) All works should be completed in line with CES installation process.

## Install Complete

- a) All tools, excess and waste material must be cleared from within the property, starting at the furthest most point to avoid re-entry.
- b) Wipe all touched surfaces with sanitising/anti-bacterial wipes, after clearing area, bagging ready for disposal.
- c) All waste to be put in safety exclusion zone.
- d) Ask customer to check works completed are to satisfactory standard, to ascertain whether further access is required.



- e) PPE must be removed (in order of removal).
  - Gloves.
    - ✚ Grip the outside of the glove with the opposite gloved hand, peel off.
    - ✚ Hold the removed glove in the gloved hand.
    - ✚ Slide the fingers of the un-gloved hand under the remaining glove at the wrist.
    - ✚ Peel the second glove off over the first glove.
    - ✚ Bag ready for disposal.
  - Coverall
    - ✚ Unfasten.
    - ✚ Pull down away from neck and shoulders touching inside only.
    - ✚ Pull down over legs.
    - ✚ Fold or roll into a bundle.
    - ✚ Bag ready for disposal.
  - Goggles/face shield (if worn)
    - ✚ Handle only by the headband or the sides.
    - ✚ Bag separately ready for cleaning/sanitising.
  - Face covering
    - ✚ Unfasten the ties or strap.
    - ✚ Pull away from face without touching front of the covering.
    - ✚ Bag ready for disposal.
- f) Wipe hands with sanitising/anti-bacterial wipes/gel.
- g) Put on disposable gloves.
- h) All tools/material/equipment and waste to be put into the van.

## Customer Handover

- a) Handover should be performed externally where possible.
- b) Follow social distancing guidelines wherever possible.

## Leaving the Property

- a) All PPE must be removed and bagged for disposal.
- b) Wipe hands with sanitising/anti-bacterial wipes/gel.
- c) Both operatives put on face covering.
- d) Open windows (if appropriate) allowing a steady flow of fresh air.
- e) Touch the least number of surfaces as possible.

## Stop for fuel/food/water

- a) Follow social distancing guidelines wherever possible. In the event of not being able to adhere to the guidance, the use of a face covering should be considered.
- b) Use disposable gloves when handling fuel pumps. Discard in onsite bins when task completed.
- c) Use contactless payment where possible.



## Travelling to the warehouse/local hub

- a) You must call the Warehouse Manager (WM) 15 minutes before arrival. WM will advise on delivery status and unloading bay.
- b) Warehouse/local hub rules apply (see 5 a-f)

## Waste Disposal

- a) WM will identify correct waste disposal unit(s).
- b) Both operatives put on disposable gloves.
- c) all waste to be placed directly into assigned skips/disposal units.
- d) All tools/equipment to be cleaned using sanitising/antibacterial wipes.
- e) Remove all PPE and dispose in appropriate bin(s).

## Travelling with your colleague

- a) Before entering the vehicle ensure both operatives have used sanitising/anti-bacterial wipes/gel on hands/forearms if exposed.
- b) Both operatives put on face coverings.
- c) Open windows (if appropriate) allowing a steady flow of fresh air.
- d) Touch the least number of surfaces as possible.

## Arriving at Your Residence.

- a) Use sanitising/anti-bacterial wipes to clean all hard surfaces within the cab of the vehicle.
- b) Use sanitising/anti-bacterial wipes/gel on hands/forearms if exposed.
- c) Ensure all used sanitising/anti-bacterial wipes have been securely bagged for disposal.
  - ✚ *Recommendation; Workwear i.e. Clothing to be removed and washed as soon as possible once entering the property.*