



## **Covid/Coronavirus policy**

We wanted to write to you regarding our Covid/Coronavirus policy to try and keep everyone safe and well during the current situation and our policy in relation to security guard services, we provide to our clients. This is in line with government advice on their website [www.gov.co.uk](http://www.gov.co.uk). we have also added some further safely measures above and beyond the advice which are implemented to ensure safety of all including our staff, employees and clients.

First and foremost if you have any symptoms of the virus or have come into contact with anyone with the virus then please notify management as soon as possible. Please let us know if any staff member is unwell or showing any symptoms.

In line with government's advice, those who are shielding or otherwise clinically vulnerable should ensure they are aware of the medical advice, including staying at home and avoiding unnecessary contacts over this period, if possible.

All staff should be equipped with PPE including hand gel, gloves and masks. Protective PPE, e. g; gloves, Mask must be worn all Times, Cleaning of hands with sanitizer every 30 minutes.

Maintain the 2 meter distance while talking with Manager / Supervisor. Ensure that proper sanitizing of your surroundings while you are working. Inform control regarding any Fever or symptoms of Covid -19.

Ensure that the cabin is kept clean and tidy. Ensure there is hand sanitizers, paper towels and disinfectant spray at the security officer cabin to ensure that hygiene is maintained. All radios, mobile phone and other equipment's to be cleaned before the start of the shift with disinfectant wipes, Make sure you use gloves to open all handles and doors and other electronic equipment which officers use on daily basis to avoid the spread of virus on any surface.

In addition, we would ask that you call or email us where possible to reduce any face-to-face contact. If you would like to visit our office, we would ask if you could please call us beforehand so we can let you know our safe arrangements we have put in place after risk assessing our offices.

If you have any further specific questions, please let us know and we would be happy to help.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_