



## 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 we are implementing to ensure safety if 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 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.

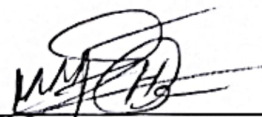
All staff should be equipped with PPE including hand gel, gloves and masks. Protective PPE, e.g; gloves, Mask must be worn all Times, Cleaning of hands with sanitizer every 30 minutes.

Keep your 6 feet distance while talking with Manager / Supervisor. Proper sanitize your surroundings while you are sitting. Inform control regarding any Fever or symptoms of Covid -19.

Ensure cabin is kept clean and tidy. Ensure there is hand sanitizers, paper towels and disinfectant spray at security officer cabin to ensure that hygiene is maintained. All radios, mobile phone and other equipment's to be cleaned before start of the shift with medicated 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 for any 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 Director Date 01/04/2022