



Care Facilities Management

Covid-19 Site Management Policy

This policy is endorsed by its Senior Management and Partners.

Policy Statement:

The company will ensure, so far as is reasonably practicable, that the risk from COVID-19 will be managed in compliance with the Government's latest guidance, and from guidance taken from our Qualified Safety Practitioners.

Management of COVID-19 will be undertaken in such a way as to reduce the level of infection and spread, to its lowest practicable level amongst employees, visitors, contractors, and others who may visit our buildings.

Aims/Objectives:

To ensure we carry out rigorous precautions as advised in the COVID-19 risk assessment and Government guidance.

To review, monitor and amend our controls, as guidance is updated by the Public Health Department and or instructed by our Safety advisers.

To engage with staff and tenants, if the risk level is raised by the Government and comply with their guidance immediately.

To offer support and assistance to staff who may find normal working life difficult, showing compassion and empathy.

Our mission is to take a "can do" approach and to be proactive at all times.

1. Site Staff

Here, we outline the required actions that employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you have fully recovered, with a doctor's note confirming your recovery.

Work from home requests:

- If you are feeling ill but you can work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on UK government announcements), we'll ask you to work from home for 14 calendar days and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request that you work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you must stay at home with your children, request to work from home. Follow up with your manager to plan and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Traveling/commuting measures:

- All work trips, both domestic and international, will be cancelled/postponed until government guidance permits.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. clients and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request a meeting with your manager to agree an action plan, this may include, flexible travel times (off peak), or a mixture of home work and office days.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we will ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules:

- Washing your hands after using the toilet, before eating and if you cough/sneeze into your hands is essential (follow the 20-second hand-washing rule). You can also use the sanitizers you will find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).
- Confirm arrangements for storing personal belongings such as bags and coats while on site

2. Social Distancing

Review the manageable number of site based staff working at any time with-in common areas and consider if this can be carried out safely

Reduction to staff levels to enable safe working

Where security will permit enable entrance, exit doors to open during office hours to reduce bottlenecks

Request that tenants stagger their start finish times to reduce number of people using main routes at the same time

Assess if corridors and stairwells are large enough to facilitate social distancing. Where this is not possible ask tenants to use secondary exits and stairwells.

Install wall and floor signs to promote distancing for visiting clients and contractors

Review all security and desk positions, installing sneeze screens where possible to protect staff

Reduce or remove seating in waiting areas

Close all smoking shelters

3. Sanitation

Implement monthly deep clean schedule with contracted cleaners starting before tenants return to work

Revise cleaning schedules to allow for elevated service covering high touch points and staff required to do this

Hand sanitiser to be provided in entrance lobby

Toilet supplies incl. Hand towels and sanitising soap to be stocked

Communicate the covid-19actionteam@care-facilities.com reporting email to all those that use the building through the safe building guidelines document

Instruct contracted M&E providers to adjust ventilation system to provide 100% fresh air 24/7

Review waste collection services for the building and increase for safety where required

Contactless delivery should be implemented. All tenants should be told to arrange with their shipper to go direct to their office or drop in a designated area of the ground lobby

Provide a limited stock of face masks in the event of a first aider needing to break social distancing

4. Collaboration

Communicate building safety guidelines with all tenants and review measures put in place with them on a weekly basis

Request Covid-19 Risk assessments from all tenants and contractors before they return to site and review

Signed:



Parys Hammond

14/5/2020