

# ***Occupied Properties Safe System of Work***

***(Employee / Contractor Guide)***



This document gives the safe working system designed to minimise the risk of either catching or spreading the Covid-19 virus. Please take time to read and understand the document. If you have any questions...please ask?

Prior to entering a property, you have a responsibility to ensure that you have asked the following questions about any person in the property at the time or persons living in the property.

**1. Does anyone living in the property have current signs of Covid-19 and is anyone in self isolation?**

- If this is answered YES. Do not enter the property and contact Head Office

**2. Are there any young children, vulnerable people in the property?**

- If the answer is Yes, ask question 3 below?

**3. If so, do they need any special requirements or urgent rest breaks, please let an employee know and we will work around this in the safest way.**

- If this is answered NO. Do not enter the property and contact Head Office.

**4. Will you and all in the household please isolate to a dedicated room that will not be worked in?**

- If this is answered NO. Do not enter the property and contact Head Office.

**5. Ask if any pets can be moved to a place that you will not be working in or removed from the property?**

- If this is answered NO. Do not enter the property and contact Head Office.

**6. Will you and anyone in the property maintain the Social Distance of 2 meters at all times?**

- If this is answered NO. Do not enter the property and contact Head Office.

**7. If during the works being carried out, you or anyone else in the property is required to move from room to room, will you let an employee know before moving?**

- If this is answered NO. Do not enter the property and contact Head Office.

**8. Explain to the Customer that you will be mechanical means to clean the work areas (Fogger and/or Ozone Machine) Ask if this is acceptable?**

- If this is answered NO. Do not enter the property and contact Head Office.

Use your own judgement to assess each individual property and ask any relevant questions that you think may affect your safety. If you have any issues about entering, contact Head Office for advice.

# Working in Occupied Properties (Practical Measures)

## Initial Inspection & Cleaning of the Work Area

- Use Hand Sanitiser prior to entering a property and wear gloves to minimise the risk of transmission.
- Visually inspect the working area and routes of entry and assess for any issues. If you have any concerns discuss these with the Customer, If issues cannot be resolved, contact Head Office.
- Use the Fogger and Ozone Machine as instructed to clean and sterilize the working area, pay attention to all hard surfaces.
- Remove all waste from the property at periodic times throughout the day and ensure all is removed at the end of the day.

## Observing Social Distancing

- Ensure that where possible that a distance of 2 meters apart is observed.
- Do not pass people on stairs, allow for one person to have priority and step back to allow the safe passage at the top or bottom of the stairs

## Open Doors & Windows

- Where possible, leave internal doors wedged open, this minimises the amount of people required to open and close doors.
- Open windows to create an airflow  
(Assessments must be made at the time to determine the security requirements).

## Personal Protective Equipment

- Ensure that the PPE provided is used in accordance with guidance in place.

## Food & Drink

- Do not accept drinks from Customers, this eliminates the risk of transmission
- Do not take rest breaks in the property. Use your vehicle or outside to take breaks.

## Tools & Equipment

- Do not share tools and/or equipment with other employees etc.
- Ensure all tools are cleaned after use and stored in a safe place

## Prior to Leaving the Property

- Ensure that you clean all areas and remove all waste and materials
- When explaining the works to the Customer, ensure a social distance of 2 meters is observed.
- Use Hand Sanitiser when leaving the property and prior to entering your vehicle.

## Hand Sanitising

