

# COVID 19 – Interim Policy

## Contractor Safety Statement

The Board of Directors, Chief Executive and the Executive of the Society recognise their legal duty of care towards protecting the health and safety of the Society’s colleagues and any contractors, visitors or customers and is committed to following Government and NHS guidelines in respect of Coronavirus

Coronavirus symptoms are similar to flu-like illness and include cough, sore-throat, fever, or shortness of breath.

We will closely monitor the situation by reviewing and following: [Government Guidelines](#)

This policy can only be successful with the active co-operation of all management, colleagues, contractors and visitors, who have a duty to offer all necessary assistance to ensure the health and safety of themselves and others.

### Measures being taken:

- An Executive Steering Group has been established, chaired by our Chief Executive, with representatives from across all areas of the Society. This meets twice a week.
- Throughout the business we have provided information on rules of conduct and hygiene measures (including regular hand washing, hand disinfection etc.) to colleagues to reduce the risk of spreading germs.
- We have increased the frequency and extent of our cleaning schedules within our sites and introduced hand-sanitisers.
- We have postponed conferences and large internal meetings and have introduced measures to allow, where possible, colleagues to work from home
- We provide regular briefings to all colleagues to keep them updated of any changes in the Society’s contingency plans.
- In the event of a confirmed case, we will work with Public Health England and follow their advice.

### Expectations of our Contractors:

- Restrict site visits to “essential only” and visit by appointment only.
- Adopt social distancing practices and be aware of own health circumstances.
- Wear a face covering when attending sites
- Follow hand hygiene guidelines, washing hands before commencing work on site and after work has been completed.
- Report any confirmed cases to Property Services Help desk for follow up action.

This policy statement will be subject to continuous review in order to reflect the Society’s commitment to health and safety.

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Revision to earlier policy:

15/7/20: Update on wearing face coverings whilst visiting sites

