



Procedure: COVID-19 Operating Procedure

1. SUMMARY

- 1.1. This procedure defines the operating procedure that has been implemented to address the threat of infection from the COVID-19 pandemic. This procedure will stay in place for as long as required to protect Red Fire Safety Services staff and customers from COVID-19.
- 1.2. Red Fire Safety Services are taking every precaution to prevent the spread of COVID-19 both within and outside of our workplace. We are continuing to monitor and follow the advice provided by the World Health Organisation (WHO), the UK Government and other relevant authorities.

2. PROCEDURE

2.1. World Health Organisation Advice

- 2.1.1. The following World Health Organisation advice for limiting the spread of COVID-19 was communicated to our team and subcontractors in March 2020:
 - Washing hands frequently with soap/water or alcohol hand rub
 - Maintaining social distance of at least 1 metre
 - Avoiding touching your eyes, nose and mouth
 - Practice good respiratory hygiene (cover your mouth and nose when sneezing)
 - Avoid visits to public places or places of high pedestrian activity.
 - Avoid travel by public transport where possible
 - Avoid international travel by any means.
 - Take care if in contact with animals and animal products
 - Disinfect and clean work and eating areas regularly
 - Avoid contact with persons with coughs/colds/flu viruses
 - If you develop flu like symptoms (fever, cough, cold, breathing difficulties) stay home and seek medical care quickly)
 - Stay informed – visit www.who.int/covid-19 regularly
 - If in doubt, ask

2.2. Visiting our Office

- 2.2.1. Appropriate hand sanitisers, disinfectant sprays, face masks and single use latex nitrile gloves are available in our offices for use by staff and visitors.
- 2.2.2. Visitors to our offices are asked to:
 - Use antibacterial hand gel on entry and exit of each building
 - Use appropriate face covering whilst attending our offices unless there is a medical reason for not wearing appropriate face covering



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- Where possible make use of single use latex gloves when entering the office and dispose of these in a bin when leaving
- Not attend our offices if presenting a high temperature, dry cough, or other potential COVID-19 symptoms

2.3. Site Visits

- 2.3.1. Engineers have all been provided with the appropriate hand sanitisers, disinfectant sprays, face masks and single use latex nitrile gloves and have been instructed to act in a responsible and sensible way to minimise the risk of infection.
- 2.3.2. Our Engineers and Sub-contractors have been instructed to:
 - Use antibacterial hand gel on entry and exit of each building
 - Use correct handwashing techniques where hand washing facilities are available
 - Use appropriate face covering whilst attending sites
 - Where possible make use of single use latex gloves when entering the building and dispose of these in a bin when leaving
 - Not attend site if presenting a high temperature, dry cough, or other potential COVID-19 symptoms