



ASSESSMENT HIVE

Coronavirus (COVID-19) Health and Safety Policy

THIS POLICY IS IN ADDITION TO AND SHOULD BE READ IN CONJUNCTION WITH THE ASSESSMENT HIVE HEALTH AND SAFETY POLICY (UPDATED 2020).

The Assessment Hive team monitors government guidance on an ongoing basis and may publish an update on the below, based on potential new guidance release.

Policy Brief & Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. All staff have been briefed and will follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment.

It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines.

Scope

This coronavirus policy applies to all our employees and sub-contractors who physically work in our offices and job sites. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Protective Measures

The protective measures we are putting in place are as follows: -

1. All our office and admin staff now work remotely from home.
2. We will wear face masks; a fresh pair of gloves and shoe covers when visiting properties regardless of whether the property is empty.
3. We will keep a 2-metre distance from the public.

4. We will regularly wash our hands with soap and warm water for at least 20 seconds.
5. We will avoid car sharing unless colleagues are from the same household.
6. We will dis-infect our vehicles at the beginning and at the end of each day.
7. We will dis-infect high touch areas of our vehicles (seats, seat belts, handbrake, steering wheel and gear stick) between each job.
8. We will dis-infect our shoes, equipment, card terminals and sanitise our hands between each job.
9. We will not carry out jobs at the same time as other assessors/contractors in our organisation, we will go into the property separately.
10. We will only use suppliers that are set up in accordance with the Government guidelines. Where possible, all supplies will be ordered online.
11. We will brief our colleagues on avoiding touching their eyes, nose or mouth unnecessarily when their hands are unclean.
12. We have now ceased cash payments.
13. We will dis-infect the keys and sanitise our hands upon collection and prior to returning the keys.
14. All colleagues that develop coronavirus symptoms will be sent home and asked to self-isolate.
15. All colleagues will be trained and sent guidance on knowing the symptoms, how to wear a facemask, how to self-isolate and hand washing.

This policy was carried out by one of the Managing Directors at Assessment Hive and will be continually reviewed.

Signed

Assessment Hive

Name

Andrew Andreou

Date

23rd September 2020



Know the **COVID-19 SYMPTOMS**

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of Breath

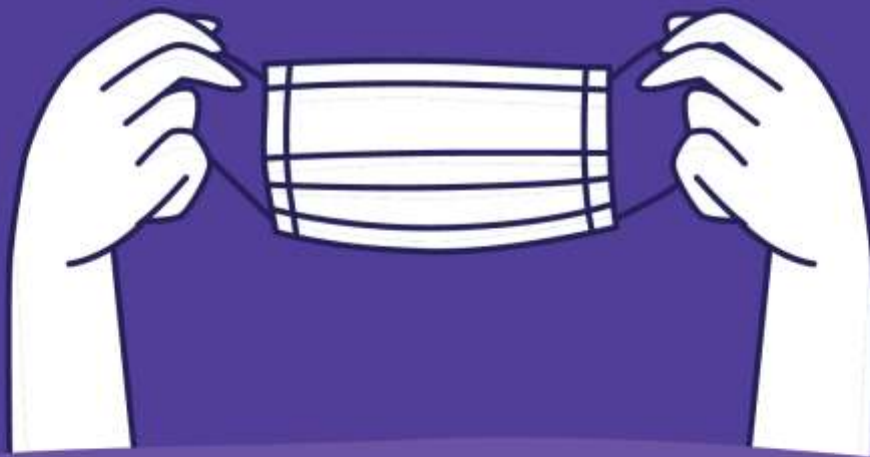
Seek medical advice if:

- You develop worsening symptoms
- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an on area with ongoing spread of COVID-19



How to Safely Wear a Medical Mask

Source: World Health Organization



Do's

- ✓ Thoroughly wash hands with soap and water before touching the mask
- ✓ Check the mask for any tears or holes
- ✓ Find the top side where the metal piece or stiff edge is
- ✓ Ensure that the colored side faces outwards
- ✓ Place the metal piece/stiff edge over your nose
- ✓ Cover your mouth, nose, and chin.

Procedures for Self-Quarantine under Covid-19

Self-quarantine is recommended for individuals who have been directly exposed to the new Coronavirus or have history of travel in infected or heavily populated areas.

Stay at home.

Limit all your non-essential travels.

Unless you're going out for food, medicines or other essentials.



Wash your hands.

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



Check your temperature.

Check your temperature at least two times a day.



Stay in a specific room.

If you're sick or suspect yourself to be sick, it's best to stay in a designated room or area away from others.



If possible, have a designated toilet and bathroom as well.

Watch for other symptoms.

Aside from fever, Covid-19 symptoms include cough, difficulty breathing, and fatigue.



Call your doctor or hospital before visiting.

If you need to seek medical attention whether for viral symptoms or other medical care reasons, contact your doctor or hospital ahead of time so they can prepare and take precautions for your arrival.



Practice social distancing.

If you need to go out, maintain at least 2 meters (6 feet) distance from others.



Source • Centers for Disease Control and Prevention ([cdc.gov](https://www.cdc.gov))

WASH YOUR HANDS

#StopTheSpread

Use soap
and water
for at least
20 seconds



Source: World Health Organization