COVID-19 Policy & Safe Operating Procedures

Created by: Brendan Coleman (Quality and Technical Manager)

Review Date: Monthly from date of issue or sooner dependant on government guidelines/advice.
<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Status / Comment</th>
<th>Prepared by</th>
<th>Checked by</th>
<th>Authorised by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/06/20</td>
<td>Wording change-Covid 19 waste to Covid 19 cleaning waste</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>2</td>
<td>02/06/20</td>
<td>4.8 &amp; 4.9 remove Domestic to cover all properties</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>2</td>
<td>02/06/20</td>
<td>Appendix C-Insert web link to remain in date with changing guidance</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>3</td>
<td>1/06/20</td>
<td>Section 2.3. Spelling error</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>4</td>
<td>23/07/20</td>
<td>Monthly Review</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>5</td>
<td>24/08/20</td>
<td>Monthly Review</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>6</td>
<td>21/09/20</td>
<td>Monthly Review</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>7</td>
<td>20/10/20</td>
<td>Monthly Review</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>8</td>
<td>24/11/20</td>
<td>Monthly Review</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>9</td>
<td>10/12/20</td>
<td>Update-Self isolation period</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
<tr>
<td>10</td>
<td>14/12/20</td>
<td>Update-Self isolation period</td>
<td>B. Coleman</td>
<td>D. Cook</td>
<td>J. Scott</td>
</tr>
</tbody>
</table>
Contents

1.0 Introduction
2.0 General COVID-19 Guidance & Key Control Measures
3.0 Oracle Office Workers & Operations Policy & Procedures
4.0 Oracle Site Workers & Operations Policy & Procedures
5.0 PPE & RPE Policy & Specification
6.0 Training & Auditing
7.0 Employee Code of Conduct & Declaration

Appendix

A) COVID-19 Specific Risk Assessment
B) Construction Leadership Council: Construction Sector – Site Operating Procedures, Protecting Your Workforce During Coronavirus (COVID-19)
C) GOV.UK Guidance for employers and businesses on coronavirus (COVID-19)
D) Temperature Monitoring Log
E) Office Cleaning Checklist
1.0 Introduction

This Coronavirus (COVID-19) Policy & Procedures document, contains essential guidelines employees should follow during the coronavirus outbreak. This company policy includes the measures Oracle Solutions Asbestos Ltd are actively taking to mitigate the spread of coronavirus. All Oracle employees are kindly requested to 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, to ensure the sustained continuity of essential business operations.

The current situation with COVID 19 at the time of writing, is most of the country is in a lockdown situation where only essential work is to be carried out. Our role within the environmental & construction industry has meant some of our services are “essential” and as such we have remained partly operational. With restrictions likely to be lessened as time goes on, it is our duty to ensure the latest advice from the Government, HSE, PHE and Construction Leadership Council is fully reviewed and incorporated where practicable. The policies and procedures noted within this document will be reviewed on a weekly basis by the Oracle Senior Management Team (SMT).

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. As and when these changes happen, this document will be revised and updated, in accordance with these guidelines, and will be re-issued along with any associated training to all team members.
This coronavirus policy applies to all our employees who work in both our office environment, and who undertake our company site-based activities. The content of this policy has been developed upon a combination of government and health authority’s guidance and advice, to allow the business to continue operating safely during this challenging environment.

The policy outlines the required actions employees should take to protect themselves, their co-workers, our clients, and any other business-related personnel from a potential coronavirus infection.

### 2.0 General COVID-19 Guidance & Key Control Measures

As the spread of the Coronavirus and infection rate has started to ease within the UK, the UK government has issued publicly available information on how to minimise the spread of the virus further. Oracle Solutions Asbestos Ltd takes its responsibility in minimising the spread and protection of staff seriously and has a number of steps in place as detailed in the following Policy.

The following key control measures as identified are required to manage the spread of the virus. Good personal hygiene practices combined with social distancing will protect employees from infection and will therefore be at the core of this document.

### 2.1 Coronavirus Symptoms

The main symptoms of coronavirus include.

- A new continuous dry cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual)
- High Temperature (this means you feel hot to touch on your chest or back, you do not need to measure your temperature)

Other symptoms may include.

- Fever like symptoms including muscle / joints pain
- Shortness of breath & breathing difficulties
- Loss of taste and smell
Advice on how to treat coronavirus symptoms at home can be found at [https://www.nhs.uk/conditions/coronavirus-covid-19](https://www.nhs.uk/conditions/coronavirus-covid-19)

2.2 Stay at Home

- Should any staff member develop or show signs of the main coronavirus symptoms, or return a positive test result, they will be required to stay at home and ‘Self Isolate’ for a minimum of 10 Days.
- If you are informed by NHS test and trace you have been in contact with a person with covid 19 then you will need to self isolate for 10 days from date of contact with that person.
- Staff members family or others they live with will be required to self-isolate for a minimum of 10 Days.
- Staff members displaying symptoms and are required to stay at home will be eligible for Statutory Sick Pay (SSP) from the first day of their absence from work.
- If a staff member lives with someone who has symptoms, they must self-isolate for 10 days from the day their symptoms started.
- Staff members will be required to provide an ‘Isolation Note’ if they develop or live with someone who has symptoms of coronavirus. These can be obtained via the 111 online coronavirus service.
- If staff members have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to arrange for them to stay with friends or family for 10 days.
- If you must stay at home together, try to keep 2 metres (3 steps) away from each other, if possible, try not to share a bed, and use separate toilet facilities.
- Staff members who have a positive COVID-19 diagnosis, can return to work only after they have fully recovered, with a doctor’s note confirming their recovery.
Further advice on self-isolation, protecting yourself and reducing the spread of infection in staff members homes can be found at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

### 2.3 Vulnerable People & Shielding

The National Health Service (NHS) has identified groups of people who are at higher risk from coronavirus;

- very high risk (clinically extremely vulnerable)
- high risk (clinically vulnerable)

Further information on the people who fall into these categories can be found at https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus

The company has consulted all employees to identify anyone who may fall into the vulnerable / high risk person category. Where this is applicable, these employees will be required to follow the NHS & government’s ‘Shielding’ protocols. This advice is applicable for a 12 week period, and up until at least the end of June 2020. After this period and subject to further medical advice, any employee within the vulnerable category will be consulted on a potential return to work.

### 2.4 Social Distancing

To protect all employees, the following basic social distancing principals will apply to all staff members (or as per governments guidelines updates);

- Only leave home for shopping for necessities e.g food & medicines, one form of exercise per day, medical needs, and provision of care to vulnerable persons, travelling for work purposes where people cannot work from home.
- Maintain & respect social distancing of 2 metres always as far as is reasonably practicable.
- Always avoid social & public gatherings.

Further company specific information on instances where social distancing is unavoidable, for Oracle Solutions Asbestos Ltd to perform its business-related duties, and the measures in place to safely mange this risk, are contained in further sections within this policy.

### 2.5 General Hygiene Rules

The following basic hygiene rules apply for all Oracle team members;
• Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). In addition, employees will be encouraged to use the hand sanitizers provided to employees.

• 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 self-isolation.

• Implement a cleaning regime, where all frequently touched objects and surfaces are regularly cleaned and disinfected.

• Oracle have purchased a large stock of hand washing gels and sanitisers, which will be held within the stores. Please speak with the Stores Manager should addition supplies be required.

Further business specific rules in relation to hygiene for both office and site-based workers are contained in further sections within this policy.
General Office Warning Signage
COVID-19 WARNING
DO NOT ENTER BUILDING IF YOU HAVE THE FOLLOWING SYMPTOMS:
1) A New Continuous Cough
2) A High Temperature

PLEASE USE HAND SANITISER ON ENTRY INTO BUILDING
How can I protect myself?

What should I do to prevent catching and spreading the virus?

- Wash hands frequently with soap and water or use a sanitiser gel
- Catch coughs and sneezes with disposable tissues
- Throw away used tissues (then wash hands)
- If you don't have a tissue use your sleeve
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are unwell

Source: NHS
3.0 Office Workers & Operations Policy & Procedures

The following section details the safe operating procedures, for employees currently working or returning to work at the Kettering Head Office. At the time of writing Oracle Solutions Asbestos Ltd are operating with a skeleton crew within the office, due to the essential nature of the services the business provides.

The board of directors have considered the government’s advice on working from home and staggered working hours and have concluded that the business model is not conducive to this advice. Due to the nature of our business and operations, working from home is therefore not considered possible.

3.1 Personal Hygiene & Hand Washing

In addition to the general guidance already detailed within this policy, the additional control measures surrounding personal hygiene and hand washing have been implemented within the office environment, for the safety of all office-based employees;

- Additional hand sanitising stations have been installed within the Main Reception, Kitchen, Toilets, 1st Floor Office, Mezzanine Office Area & Stores (See Hygiene Plan for details).
- Anti-bacterial hand washing stations installed within the Kitchen & Toilets (See Hygiene Plan for details).
- All staff entering the office building must use the hand sanitising station within the main reception.
- Each employee will be provided with an individual bottle of hand sanitising gel, which is always to be kept on their desk and replenished as necessary.
- Purchasing & Stores teams to ensure an adequate stock of hand sanitising gel is always maintained.
Example of Hand Sanitiser Station

Additional Signage at Hand Washing Stations
3.2 Temperature Monitoring

To monitor the health and wellbeing of all staff working within the office environment the following personal temperature monitoring regime is to be implemented;

- Using a handheld, non-contact digital thermometer, each staff member will have their temperature monitored by a member of the Senior Management Team (SMT) each morning on entry into the office.
- Temperatures to be taken from the forehead or side of neck of each staff member.
- Individual staff member temperatures will be recorded on a daily log.
- For a satisfactory result staff members must achieve a temperature between 36.5 – 37.5 degrees.
- Anyone found exceeding 37.8 degrees will be considered to have a ‘Fever’ and will be asked to leave work and self-isolate for 10 days. Family members of said person to self-isolate for 10 days.
- Any staff members with underlying medical or health conditions which can affect body temperature will need to declare this to the Oracle HR Manager (Debbie Cook) prior to signing the policy.
- Any disposable PPE / RPE used during this procedure e.g latex gloves, are to be placed into dedicated Covid 19 cleaning waste bins for disposal.

Purchased thermometer providing normal, high & fever digital temperature readings
3.3 Office Seating Plan & Pedestrian Routes

To ensure social distancing measures are always adhered to as far as reasonably practical the following Seating Plan & Pedestrian Route procedures will apply;

- To ensure a gap of 2 metres (as far as is reasonable) is always maintained, staff are to locate themselves on the diagonal points of the desk pods – see plan for details.
- Warning signage is to be placed on desks and workstations ‘Not in Use’
- As restrictions ease and staff return to the office, the use of physical screens will be reviewed.
- To minimise contact within high foot traffic areas such as the stairwells and welfare areas, a basic pedestrian / one-way routes have been implemented – see plan for details.
- Seating Plan & Pedestrian Routes to be always respected and followed.
- Signage to be always followed and adhered to.
COVID-19 Office Seating Plan

First Floor

Ground Floor

- Desk Not In Use
- Desk In Use
- Dedicated Seat In Use

Document 137          Issue No. 1.6          Date of Issue December 2020
COVID-19 Office Pedestrian Routes

First Floor

Ground Floor

- Automated Hand Sanitising Station
- Anti Bacterial Hand Wash Station
- Manual Hand Sanitising Station
- Covid 19 Waste Pedal Bin
- Main Covid 19 Waste Disposal Bin
- Used Kitchen Cloths / Tea Towel Bin
- One Person Only in Kitchen
- Staff Temperature Monitoring Station
- One Person Only in Kitchen
- Building Entrance / Exit
- Kitchen Entrance Only
- Kitchen Exit Only
- Deliveries / Stores Drop Zone

Document 137  Issue No. 1.6  Date of Issue December 2020
3.4 Office Kitchen Policy

The following rules will be applicable to any Oracle staff member using the Kitchen;

- 1 person only in kitchen at any one time (signage to be inserted on entrance / exit doors)
- Preparation of food & drink only. No eating in kitchen. Lunch to be eaten in Canteen.
- One Way System – Entry via ground floor office door, exit via stores door
- Antibacterial cleaning fluid and cloths available to wipe surfaces after each usage
- Cleaning cloths to be disposed of on a weekly basis with COVID-19 cleaning waste bins
- Tea Towels & Hand Towels to be boil washed every week
3.5 Office Toilets Policy

The following rules will be applicable to any Oracle staff member using the Toilets;

- 1 person only in toilets at any one time.
- Toilet in Use / Not in Use signage to be placed on entrance doors to ensure the above is adhered to.

Toilets Policy Signage
3.6 Office Cleaning Regime

- Individual staff members will be responsible for cleaning their own workstations with anti-bacterial wipes.
- Additional anti-bacterial wipes to be located to Board Room and Mezzanine Meeting area tables, which are to be wiped down after use.
- The office will be split into the following zones for an increased cleaning regime to take place – Ground Floor Office, Kitchen & Toilets, Stores, First Floor Office & Board Room, Mezzanine Office & Meeting Area.
- Main Areas of cleanliness including kitchen, toilets, printers, door/window handles, stair bannisters, telephones etc to be cleaned 3x per week (Mon, Wed & Fri) in addition to general office clean.
- A tick list & sign off for areas to be cleaned in each zone will be devised and posted on the wall in each zone.
- All staff are to hold themselves accountable for general cleaning of the office rather than individuals being responsible. To make this fair to all staff working in the office a cleaning rota will be developed.
- Latex gloves which are to be disposed of within the dedicated Covid 19 cleaning waste bins on completion, will be provided for staff undertaking cleaning of the office.
- Each zone within the Office will be assigned a responsible person, who will undertake a Disinfectant mist spraying process within that zone at the end of each day.
COVID-19 Office Cleaning & Disinfecting Zones

First Floor

Zone 1 (Purple)
Kitchen & Toilets
Responsible Person - Charli Cook

Zone 2 (Red)
Ground Floor Office & Stairwell
Responsible Person - Mark Carter

Zone 3 (Yellow)
Stores & Canteen
Responsible Person - James Merrifield

Zone 4 (Blue)
First Floor Office, Stairwell & Boardroom
Responsible Person - Sam Jones

Zone 5 (Green)
Mezzanine Office & Meeting Area
Responsible Person - Debbie Cook

Ground Floor

563.33

Responsible Person -
Debbie Cook
3.7 COVID-19 Waste Disposal

- A lockable wheelie type bin will be located within a dedicated area within the stores (between kitchen & stairwell doors) for any COVID-19 related waste to be disposed of. This will include anti-bacterial wipes, kitchen cleaning cloths, disposable PPE / RPE etc. Wheelie bin to be always lined with waste sacks.
- Further localised small pedal bins with associated bin liners will be in each office zone.
- Main COVID-19 cleaning waste bin will be emptied on a weekly basis by the Stores Manager.

Localised COVID-19 Cleaning Waste Disposal Bin

Main Office COVID-19 Cleaning Waste Disposal Bin
3.8 Staff Meetings Policy

- All non-essential meetings are always to be avoided
- Where possible and practical to do so the use of electronic Platforms (Teams, Zoom etc) should be used for meetings
- Hand sanitiser to be used on entry into meeting rooms
- Meeting rooms to be well ventilated by opening windows
- General non private / confidential meetings to be held on the Mezzanine Meeting area. These should be restricted to 4 people and to comply with the social distancing measures a 2m zone (as far as is reasonable) will be set up – see seating plan for details.
- For meetings in the Board Room, these should be restricted to 4 people and to comply with the social distancing measures a 2m zone (as far as is reasonable) will be set up – see seating plan for details.
- Meeting tables to be wiped clean using anti-bacterial wipes provided on completion of meetings. Used wipes to be placed in dedicated COVID-19 cleaning waste bins.
3.9 Travel to The Office

- Office workers are to travel to the office in their own vehicle. No car sharing at any times.
- The exception to this is where staff members live in the same household.
- Avoid the use of public transport. Where this is unavoidable staff members should protect themselves through use of disposable RPE and regular hand sanitising.
- Staff members should regularly clean the high touch surfaces within their vehicles on a regular basis using anti-bacterial wipes provided in the office.

3.10 General Use of Equipment

- To avoid the spread of contamination, staff members are not permitted to touch or use other members keyboards, mobile phones, office phones etc
- Within the Stores, where equipment must be shared, this should be regularly cleaned between use with anti-bacterial wipes.
- Hand sanitiser to be available on all desks.

3.11 Delivery of Goods & Post

For delivery of daily post and small packages to the office;
- Signage to be inserted to front entrance door instructing delivery drivers etc to ring intercom buzzer and procedure for delivering packages.
- Unless the package is to be signed for, the package is to be left at the front entrance door for collection by Oracle staff.
- Staff member who collects package to use hand sanitiser on completion.

For delivery of larger items or deliveries to the Stores;
- Gates to Service Yard, to be always locked to prevent unauthorised access from delivery drivers.
- Signage to be inserted on gates instructing delivery drivers to ring doorbell for Stores Manager and await instruction including, drop goods into Delivery Drop Zone, please always maintain Social Distancing. No Unauthorised Entry into Building.
- Goods to be decontaminated with multipurpose disinfectant system within Delivery drop zone.
• Stores Manager or Staff member receiving goods to wear disposable gloves whilst handling goods, and use hand sanitiser on completion
• Any disposable PPE used to be placed into dedicated Covid 19 cleaning waste bins for disposal

For Loading / Unloading of Asbestos Removal Equipment & Materials;
Loading:
• Asbestos Removal Supervisor to arrange time slot for loading with Stores Manager
• Stores Manager to leave items within dedicated loading bays
• Any asbestos removal personnel entering the building will have to undergo temperature / fever monitoring prior to loading
• Asbestos Removal personnel will be responsible for loading of their individual vehicles.
• Always maintain social distancing where possible to do so.
• Where manual handling risk assessments dictates 2x people are required, this should be restricted to limited amounts of time and disposable RPE to be worn
• Use hand sanitiser prior to and on completion of loading.
• Any disposable PPE / RPE used to be placed into dedicated Covid 19 cleaning waste bins for disposal

Unloading:
• Asbestos Removal Supervisor to arrange time slot for unloading with Stores Manager
• Gates to be always locked to prevent unauthorised access from personnel
• Signage to be inserted on gates instructing delivery drivers to ring doorbell for Stores Manager and await instruction including, drop goods into Delivery Drop Zone, please always maintain Social Distancing. No Unauthorised Entry into Building
• Goods to be decontaminated with multipurpose disinfectant system within Vehicle / Delivery drop zone
• Personnel to drop goods into dedicated loading bay
• Always maintain social distancing where possible to do so
• Where manual handling risk assessments dictates 2x people are required, this should be restricted to limited amounts of time and disposable RPE to be worn
• Use hand sanitiser before and on completion of unloading
• Stores Manager to spray all goods with secondary coating of disinfectant system prior to returning to storage.
• Any disposable PPE / RPE used to be placed into dedicated Covid 19 cleaning waste bins for disposal
Stores Deliveries Warning Signage

Main Office Deliveries Warning Signage
4.0 Site Based Workers & Operations Policy & Procedures

The following section details the safe operating procedures Oracle Solutions Asbestos Ltd will adopt during their site-based operations. All content is bespoke to the operating procedure of the business, however has been put together in specific relation to guidance released from the Government, Health & Safety Executive (HSE) and the Construction Leadership Council, which sets out how construction and related industries should operate during the COVID-19 pandemic, to ensure the ongoing protection of the workforce, and to minimise the spread of infection.

The basics of the general guidance and key control measures, as set out within Section 2.0 of this document, that being a regime of good Personal Hygiene and Social Distancing remain at the core of our site operating procedures. However Oracle have identified that some of their site operating procedures does not allow them to consistently maintain the 2m Social Distancing Policy, therefore a number of control measures have been put in place, to reduce the risk as far as reasonably practical.

Where Oracle are contracted to work on client’s sites, all localised client site rules, policies, and procedures in relation to COVID-19 will be adopted. The below information will be in addition to client’s policies, and are specific to the operating procedures of Oracle Solutions Asbestos Ltd.

To ensure clarity between departments, this has been split out between Asbestos Removal Personnel / Operations and Asbestos Surveying & Consultancy Personnel / Operations.
4.1 COVID-19 Site Kits

The following COVID-19 specialist kits will be provided to all employees who attend sites:

<table>
<thead>
<tr>
<th>Individual kits for all asbestos removal, asbestos surveyors and management team</th>
<th>Site Kits for Asbestos Removal Supervisors Only (in addition to individual kits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1x Hand Sanitiser Gel Pump Bottle</td>
<td>1x Temperature Monitor and temperature log</td>
</tr>
<tr>
<td>1x Packet Anti-bacterial cleaning wipes</td>
<td>Anti-bacterial hand wash bottles (no. subject to site requirements)</td>
</tr>
<tr>
<td>1x Disposable face mask (RPE)</td>
<td>Spare Hand Sanitiser Gel Pump Bottles for sub-contractors etc (no. subject to site requirements)</td>
</tr>
<tr>
<td>10x Disposable Latex Gloves</td>
<td>1x Box of Disposable Latex Gloves</td>
</tr>
<tr>
<td>1x Sealable container for COVID-19 cleaning waste (1 per vehicle)</td>
<td>1x Mist Sprayer containing Disinfectant Fluid</td>
</tr>
<tr>
<td>Clear waste disposal bags to be carried as back up.</td>
<td>1x Tub Anti-Bacterial Cleaning Wipes</td>
</tr>
<tr>
<td><strong>COVID-19 Site Signage</strong></td>
<td>COVID-19 Site Signage</td>
</tr>
</tbody>
</table>

*It will be the responsibility of each individual employee / supervisor to ensure all COVID-19 supplies are well stocked and maintained at all times.*

4.2 Travel to Site

Asbestos Removal;

- Wherever possible to do so site staff should travel to site alone, within their company vehicle provided.
- Where this is not possible, and transport has to be shared the following rules apply;
- No more than 2 people within vehicle at any one time. Sit as far apart as the vehicle allows – See plan below for details
- Journeys to and from site should be shared with the same individuals
- Ensure vehicle is always well ventilated
- Staff to wear disposable RPE at all times whilst travelling to and from site where available. The use of individually issued, face fitted half face RPE is available as a backup.
- Where possible to do so wash hands for 20 seconds or use hand sanitiser on entry and exit of the vehicle.
- Main touch points within the cab such as handles, steering wheel etc to be cleaned using anti-bacterial wipes on a daily basis.
- Vehicle to be treated with disinfecting mist spray on completion of use each day.
• COVID-19 cleaning waste to be sealed within polythene bags and disposed of within main office COVID-19 cleaning waste bin at regular intervals.

Asbestos Surveying;
• In general, asbestos surveying staff will travel to site individually within their company vehicle provide.
• In exceptional or emergency circumstances where this is not possible the same rules as of Asbestos Removal will apply.
• Main touch points within the cab such as handles, steering wheel etc to be cleaned using anti-bacterial wipes on a daily basis, using disposable gloves.
• Vehicle to be treated with disinfecting mist spray on completion of use each day.
• COVID-19 cleaning waste to be sealed within polythene bags and disposed of within main office COVID-19 cleaning waste bin at regular intervals.

For members of the Management Team undertaking site visits, meetings etc, the rules for Asbestos Surveying as detailed above will apply.

<table>
<thead>
<tr>
<th>No. of seats</th>
<th>Max no. of occupants</th>
<th>Seating arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>1 driver</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>1 in the driving seat 1 in the far passenger seat</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>1 in the driving seat 1 in the far passenger seat</td>
</tr>
</tbody>
</table>
4.3 Site Staff Temperature Monitoring

Asbestos Removal;
- Due to the greater number of staff including sub-contractors involved in asbestos removal projects, all Supervisors will be provided with a hand held digital temperature monitoring device.
- It will be the responsibility of the Supervisor to monitor and record the body temperatures of all Oracle personnel including any associated sub-contractors working on the site, daily. The associated personnel temperature log must be completed and kept within the site file for that project.
- Temperatures to be taken from the forehead or side of neck of each staff member.
- For a satisfactory result staff member must achieve a temperature between 36.5 – 37.5 degrees
- Anyone found exceeding 37.8 degrees will be considered to have a ‘Fever’ and will be asked to leave work and self-isolate for 10 days. Family members of said person to self-isolate for 10 days.
- Any staff members with underlying medical or health conditions which can affect body temperature will need to declare this to the Oracle HR Manager (Debbie Cook) prior to signing the policy.

Asbestos Surveying;
- As Asbestos Surveying personnel generally tend to operate on an individual ‘lone working basis the use of Forehead Thermometer Strips will be utilised as an alternative to the digital devices.
- Asbestos Surveying personnel will be required to report their temperature every morning prior to starting work to the Asbestos Surveying Managing Director (Mark Carter)
• For a satisfactory result staff member must achieve a temperature between 36.5 – 37.5 degrees
• Anyone found exceeding 37.8 degrees will be considered to have a ‘Fever’ and will be asked to leave work and self-isolate for 7 days. Family members of said person to self-isolate for 10 days.
• Any staff members with underlying medical or health conditions which can affect body temperature will need to declare this to the Oracle HR Manager (Debbie Cook) prior to signing the policy.

All site staff will be expected to follow the ‘Employee Code of Conduct’ for providing honest temperature readings. Anyone in breach of this policy will be subject to disciplinary action.

4.4 Hand Washing on Site

Asbestos Removal & Asbestos Surveying:
• Where both Asbestos Removal and Asbestos Surveying staff are contracted to work on client’s sites and within client’s buildings, then the site facilities and site rules on hand washing will always apply.
• General guidance on hand washing a per Section 2.0 will always apply.
• For sites where Oracle are responsible for hand washing facilities, the company will ensure an adequate supply of anti-bacterial soap and fresh water are always readily available and kept topped up.
• For larger Asbestos Removal sites, additional pop up hand washing stations will be installed subject to the number of personnel on site.
• Where hand washing facilities are not available all Supervisors & Surveyors will be provided with hand sanitising gel.
• Any hand washing facilities in Oracles control will be cleaned regularly.

4.5 Site Welfare Facilities & Cleaning Regime

Asbestos Removal;
The following rules will apply to all canteens, rest rooms, toilets, site offices and Decontamination Units, for which Oracle are responsible for, utilised on Asbestos Removal Projects;
• Supervisors to provide daily Toolbox Talks in relation to COVID-19 on the use of the above facilities, in particular encouraging good hand washing and social distancing practices.
• Signage to be always used where required highlighting risks and re-enforcing rules.
As a result of recent advice, it is essential that the workplace, including temporary accommodation and site welfare facilities, is managed to ensure that social distancing measures are maintained at all times.

The following should be observed:

- Canteens, site offices etc to be laid out where social distancing can always be maintained. The use of barrier / warning tape and signage will assist with this.
- Rooms to be well ventilated by opening windows where possible to do so.
- For site meetings and daily briefings where social distancing cannot be maintained, these should be held outside to allow site personnel to spread out.
- No more than one person within the DCU at any one time. The DCU will be cleaned daily using anti-bacterial cleaning products, in addition to any standard cleaning requirements.
- Restrict number of people using toilets at any one time through use of signage and floor markings.
- Portable toilets to be avoided where possible, however where required should be cleaned and emptied more frequently.
- Enhance the frequency of cleaning regimes particularly to high contact points such as door handles, taps, toilets, kettles, microwaves etc. Supervisors to be provided with additional cleaning materials to achieve this.
- Ensure an adequate number of waste disposal bins are available and emptied regularly.
- Where practicable to do so consider staggering break times to reduce congestion within welfare facilities.
- Personnel will be encouraged to bring their own food, to avoid leaving site and being in contact with members of the public.
- Hand sanitiser and anti-bacterial hand wash available in all welfare facilities.

Asbestos Surveying;

- For asbestos surveying site work the number of personnel and timescales involved are significantly reduced to that of asbestos removal.
- Surveyors tend to operate on a lone basis, or 2-man teams max, and will therefore be reliant on use of the client’s welfare facilities.
- Surveyors to be instructed on being respectful of the client’s facilities and to keep them clean and tidy at all times.
- The use of company vehicles should be used for eating lunch etc, to avoid use and crowding within site facilities.
- Surveyors will always be required to carry hand sanitiser with them, which should be used at regular intervals where hand washing facilities are not available.
### 4.6 Use of RPE & PPE

The use of PPE & RPE is a standard regulatory requirement within the asbestos industry. All site personnel within both the Asbestos Removal and Asbestos Surveying departments are both legally and contractually required to wear PPE & RPE as part of the company’s standard operating procedures, and are used to working in environments where PPE & RPE is continually required.

The specification of the RPE & PPE for asbestos related activity is more than adequate for protection against COVID-19 risk, and its use will increase the safety of all personnel working out on site, against the potential infection of the coronavirus, particularly where social distancing measures cannot be maintained. A copy of the company issued RPE & PPE specification can be found within Section 5.0 of this policy document.

#### Asbestos Removal;
In addition to the standard site PPE requirements, asbestos removal personnel are issued with the following RPE & PPE:
- Face fitted, serviced, and maintained Full Face powered respirator with FFP3 filters, providing a x40 protection factor.
- Face fitted, serviced, and maintained Half Face respirator with FFP3 filters, providing a x20 protection factor.
- Type 5 CAT 3 disposable coveralls
- RPE & PPE to be worn as standard whilst working within an Enclosure or Respirator Zone performing asbestos removal works.
- Masks should not be left in the unit to dry and must be dried and placed in their container boxes.
- For general access around site, whilst working in empty / unoccupied buildings, and where social distancing measures can consistently be maintained, the use of RPE will not be required.
- For general access around site, whilst working in occupied buildings, where there is a risk of coming into contact with other users of the building, the use of RPE will be required.

#### Asbestos Surveying;
In addition to the standard site PPE requirements, asbestos surveying personnel are issued with the following RPE & PPE:
- Face fitted, serviced, and maintained Half Face respirator with FFP3 filters, providing a x20 protection factor.
- Type 5 CAT 3 disposable coveralls
- RPE & PPE to be worn as standard whilst undertaking asbestos surveying / sampling works.
• For general access around site, whilst working in empty / unoccupied buildings, and where social distancing measures can consistently be maintained, the use of RPE will not be required.
• For general access around site, whilst working in occupied buildings, where there is a risk of coming into contact with other users of the building, the use of RPE will be required.

4.7 Social Distancing, Work Planning & Site Access / Egress

Asbestos Removal;
• Where practicable to do so, works will be planned where site personnel are able to maintain social distancing.
• Where this is not possible the use of PPE & RPE as worn as standard will provide adequate protection to control the risk of infection.
• As far as reasonably practicable teams of workers are to be kept together (form work bubbles)) and kept as small as possible.
• Access to Decontamination Units will be staggered to avoid congestion.
• All workers will be required to wash their hands for 20 seconds using soap and water when entering and leaving the site. Hand sanitiser to be used in the absence of hand washing facilities.
• Reduce / Stagger the number of people in attendance at site inductions and consider holding them outdoors wherever possible
• For site deliveries drivers are to remain in vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands
• Site contacts to be phoned on arrival at site and await further instruction from client.

Asbestos Surveying.
• Works to be planned so surveyors can collect all site files, paperwork etc in batches or electronically, to limit attendance at the office.
• Surveyors are to put bulk samples through the office letter box unless instructed to send direct to the lab in a pre-paid envelope.
• Site contacts to be phoned on arrival at site and await further instruction from client.
4.8 Entering Occupied Properties

The following guidance mainly applies to Asbestos Surveying operations however where required to do so will also be applicable to Asbestos Removal operations. Prior to site attendance the following pre attendance questions will need to be qualified with the tenants, to confirm whether works can be undertaken safely and without spreading the risk of coronavirus; (use A5 -Surveyors Pre-Attendance Questionnaire).

- Has the tenant or anyone else living in the property either had or currently experiencing symptoms of COVID-19?
- Are any tenants within the vulnerable group?
- Have any of the tenants received a letter from the government asking them to self-isolate (Shielding) for 3 months?
- Are the tenants physically capable of moving around the property to ensure social distancing measures of 2m from our surveyor at all times? We would ask in these circumstances for the tenant/s to wait within one room whilst we survey all other areas of the property and then move to a different location when we need access to that room.
- Is running water available within the property to allow our surveyor to wash their hands-on entry and exit from the property?

On arrival at the property surveyors should ring / knock the door and stand back 2 metres to allow tenant to provide access. At this stage the surveyor should agree the room for the tenant to remain in, and confirm the location of the hand washing facilities.

Surveyors will be required to wash their hands for 20 seconds on entry and exit of the property.

Ensure good ventilation within rooms by opening windows.

Disposable overalls, gloves, and half face RPE will be worn for the duration of the survey. Disposable overalls and gloves to be disposed of within COVID-19 cleaning waste containers which should be emptied regularly within the main COVID-19 cleaning waste disposal bin within the office.

Surveyors will be briefed on ensuring good communication with the tenant/s to ensure social distancing is always maintained throughout the survey.

If the tenant/s appear to be displaying any signs of coronavirus symptoms during the survey, the surveyor should stop works, leave the property, and contact the surveying Operations Director (Mark Carter).
4.9 Entering Void/ Unoccupied Properties

The same procedures as per Section 4.8 will apply, other than the pre commencement questionnaire, and the need to communicate / ensure social distancing during the survey.

As it is known that coronavirus contamination can live on surfaces for up to 3 days, the use of PPE & RPE will be required, within void properties.

4.10 Site Contact Tracing

Following an incidence of any site staff developing symptoms, testing positive for covid 19 or receiving a notification through test and trace, their line manager/director will inform all relevant clients and/or site management immediately so that contact tracing can be implemented where required. This will need to cover any sites or premises that staff have attended within the preceding 4 days of symptoms starting or a positive test result. All company vehicles are tracked and detailed records kept of sites visited by all personnel.

5.0 RPE & PPE Policy

Please see the below information detailing our PPE and RPE specifications.

**PPE:**

We have a range of suppliers who all supply our disposable coveralls to the same regulated standards. The coverall is classed as personal protective equipment (PPE), and is a type 5/6 coverall that is designed to protect well against particles. They are best suited to higher-risk industrial applications, particularly those with exposure to hazardous fumes. The coverall can resist:

- Fluids
- Particles
- Aerosols
- Radioactive particles
- Static
- Light sprays
- Particulates
The coveralls are all tested stringently to the stated EN regulated test methods

- EN 13982 Type 5: Dry Particle Protection
- EN 1073-2: Nuclear Particle Protection
- EN 1149: 5: Anti-Static
- EN 13034 Type 6: Reduce Light Spray

**RPE:**

- All Oracle site staff are face fitted and issued P3 filtered masks as part of their standard site kit. The face fits are renewed every 12 months as part of our company policy and procedures. The full-face respirators are sent for a service every 12 months. This is all noted and documented within the individuals training files in the office and site packs on site.
- In Europe, care workers are being instructed it is necessary to wear a respirator of at least FFP2 or FFP3 for maximum filtration of particles when caring for a patient who is infected with the virus or suspected of being so. In Europe, they must meet the European standard EN 149:2001 which has three classes of disposable particulate respirators (FFP1, FFP2 and FFP3).
- **FFP2** masks have a minimum of 94% filtration percentage and maximum 8% leakage to the inside. They are mainly used in construction, agriculture, and by healthcare professionals against influenza viruses. They are currently used for protection against the coronavirus.
- **FFP3** masks are the most filtering mask of the FFPs. With a minimum filtration percentage of 99% and maximum 2% leakage to the inside, they protect against very fine particles such as asbestos.
- The HSE have issued a statement on the link below regarding protecting yourself from the virus and utilising a P3 filtered mask.


With all of the aforementioned information and data received we believe that our workers are safe from contaminating our workforce and spreading the disease any further.
6.0 Staff Training & Site Auditing

To assist with the re-integration of staff members back into the work environment, particularly those who may be feeling anxious about a returning, the company will ensure that team members are fully briefed and trained on the content of this policy and safe operating procedures document, and appropriately support all employees until a point where lockdown restrictions are fully removed.

As government guidance evolves, the company will routinely keep everyone updated on the actions being taken to reduce risks of exposure to COVID-19 within the workplace. Managers will be trained to ensure they know how to spot symptoms of COVID-19 and are clear on any relevant procedures in case someone within the company is potentially infected and needs to take appropriate action.

Regular announcements within the office environment and the use of Tool Box Talks out on site, on the key principals of social distancing, regular hand washing, and the public health advice will be undertaken to ensure the advice within this policy is constantly enforced, and the spread of coronavirus reduced.

The company will adopt a schedule of auditing within the Office and out on our operating sites to ensure the guidance within this document is adhered to at all times. During this process employees will be encouraged to provide feedback to the company on any improvements they feel the company is capable of, to further reduce the risk of coronavirus throughout the workforce and wider public.

7.0 Employee Code of Conduct & Declaration

7.1 Policy Guidelines

All employees are expected to abide by this policy. If this policy is not adhered to this can in some acts be counted as ‘gross misconduct’ because they are very serious or have very serious effects.

If we find there has been gross misconduct, we will carry out an investigation and adhere to the full disciplinary procedure. We might then decide on dismissal without notice or payment in lieu of notice.
### 7.2 Whistle Blowing Policy

We encourage an open culture in all our dealings with team members, managers and all the people with whom we come into contact. Effective and honest communication is essential if malpractice is to be effectively dealt with. The procedure below provides guidelines to all our team members, casual, temporary agency staff, freelancers, trainees, home workers and contractors, who feel they need to raise certain issues relating to, in confidence.

The Public Interest Disclosure Act 1998 (commonly known as the ‘Whistle Blowing Act’) came into effect on 1st July 1999. This Act sets out a framework to promote the responsible and protected disclosure of concerns on the following matters:

- that a criminal offence has been committed, is being committed, or is likely to be committed.
- that a person has failed, is failing, or is likely to fail to comply with a legal obligation which they are subject to.
- that a miscarriage of justice has occurred, is occurring, or is likely to occur.
- that the health and safety of an individual has been, is being, or is likely to be endangered.
- that the environment has been, is being, or is likely to be damaged.
- that information tending to show any matter falling within the matters above has been, is being, or is likely to be concealed.

The procedure is not a substitute for the Disciplinary and Grievance policy and is not a channel for team members to raise matters in relation to their terms and conditions of employment. The procedure allows individuals to have their concerns treated in confidence. All concerns must be raised in good faith. Anyone who abuses the procedure (for example by maliciously raising a concern they know to be untrue) will be subject to disciplinary action, as will anyone who victimises a colleague by raising a concern through this procedure.

### 7.3 Your Protection

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in good faith, it does not matter whether your concern proves to be well founded. The Company does not of course extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

### 7.4 Your Confidence
The Company will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your agreement. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance because your evidence is needed in court or a disciplinary hearing), there will be a discussion as to whether and how we can proceed. This policy does not cover the situation where information about malpractice is received anonymously; however, discretion will be used in the investigation of such information.

7.5 Declaration

Note for clients/customers.

The declaration is for Oracle staff only and your signature is not required.

I confirm that I have read and understood the contents of this policy document and have been fully trained on the company’s safe operating procedures and all related government guidance in relation to COVID-19 control.

Employee Name...........................................................................

Employee Signature.....................................................................

Date..............................................................................................
Appendix A

COVID-19 Specific Risk Assessment
## COVID-19 Specific Risk Assessment

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazards</th>
<th>Initial</th>
<th>Control measures</th>
<th>Residual</th>
</tr>
</thead>
</table>
| Office/Site/Vehicle | Possible contamination and spread of the virus                           | 4       | • Maintain a good personal hygiene  
• See and follow Do's & Don'ts guidance (Appendix A) To be displayed on site.  
• See and follow Guidance for Self-isolation (Appendix B) To be displayed on site.  
• See and follow WHO Poster for Washing Hands (Appendix C) This also needs to be displayed.  
• Available clean toilet and washing facilities. Provide paper towels near washing hand facilities to meet requirements of (Appendix C)  
• Maintain your vehicles and plant clean. The same applies for your work space, work area, desk space, any personal equipment including IT and other tools and equipment you could be using frequently. | 4        |
Appendix B

Construction Leadership Council: Construction Sector – Site Operating Procedures, Protecting Your Workforce During Coronavirus (COVID-19)
Introduction

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

Where workers enter people’s homes they should follow the PHE guidance on Tradespeople and working in people’s homes.

The HSE is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government’s recommendations on social distancing and ensure employers and individuals make every effort to comply.

PHE guidance for construction states “where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission”.

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.
Appendix C

GOV.UK Guidance for employers and businesses on coronavirus (COVID-19)
For current government guidance please click on link below.

Appendix D

COVID-19 Staff Temperature Monitoring Log
# COVID-19 Temperature Monitoring Log

<table>
<thead>
<tr>
<th>Satisfactory Temperature Range</th>
<th>36.5 – 37.5 degrees</th>
<th>OK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory Fever Temperature</td>
<td>37.8 degrees or above</td>
<td>Fail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix E

COVID-19 Office Cleaning Checklist
## COVID-19 Office Cleaning Regime Log

**Issue Date – May 2020**

<table>
<thead>
<tr>
<th>Zone 1 – Kitchen &amp; Toilets</th>
<th>Zone 2 – Ground Floor Office</th>
<th>Zone 3 – Stores &amp; Canteen</th>
<th>Zone 4 – 1st Floor Office &amp; Board Room</th>
<th>Zone 5 – Mezzanine Office &amp; Meeting Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible Person</strong></td>
<td><strong>Responsible Person</strong></td>
<td><strong>Responsible Person</strong></td>
<td><strong>Responsible Person</strong></td>
<td><strong>Responsible Person</strong></td>
</tr>
<tr>
<td>Charli Cook</td>
<td>Mark Carter</td>
<td>James Merrifield</td>
<td>Sam Jones</td>
<td>Hayley Johnstone</td>
</tr>
</tbody>
</table>

### High Touch Cleaning Points

<table>
<thead>
<tr>
<th>Zone 1 – Kitchen &amp; Toilets</th>
<th>Zone 2 – Ground Floor Office</th>
<th>Zone 3 – Stores &amp; Canteen</th>
<th>Zone 4 – 1st Floor Office &amp; Board Room</th>
<th>Zone 5 – Mezzanine Office &amp; Meeting Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Door Handles</strong></td>
<td><strong>Entrance Intercom</strong></td>
<td><strong>Door Handles</strong></td>
<td><strong>Door Handles</strong></td>
<td><strong>Door Handles</strong></td>
</tr>
<tr>
<td><strong>Light Switches</strong></td>
<td><strong>Entrance Door Handle</strong></td>
<td><strong>Canteen Tables</strong></td>
<td><strong>Stairs Handrails</strong></td>
<td><strong>Key Safes</strong></td>
</tr>
<tr>
<td><strong>Window Handles</strong></td>
<td><strong>Entrance Door Post Box</strong></td>
<td><strong>Canteen Chairs</strong></td>
<td><strong>Light Switches</strong></td>
<td><strong>Shred it Bin</strong></td>
</tr>
<tr>
<td><strong>Toilet Flush</strong></td>
<td><strong>Entrance Door Release</strong></td>
<td><strong>Light Switches</strong></td>
<td><strong>Printer</strong></td>
<td><strong>Light Switches</strong></td>
</tr>
<tr>
<td><strong>Taps</strong></td>
<td><strong>Light Switches</strong></td>
<td><strong>Mezz Stairs Handrails</strong></td>
<td><strong>Window Handles &amp; Sills</strong></td>
<td><strong>Fridge</strong></td>
</tr>
<tr>
<td><strong>Sinks</strong></td>
<td><strong>Water Machine</strong></td>
<td><strong>Pump Truck Handles</strong></td>
<td><strong>Board Room Table</strong></td>
<td><strong>Stationary / Storage Cabinets</strong></td>
</tr>
<tr>
<td><strong>Hand Dryers</strong></td>
<td><strong>Door Handles</strong></td>
<td><strong>Mobile Steps</strong></td>
<td><strong>Filing Cabinets</strong></td>
<td><strong>Filing Cabinets</strong></td>
</tr>
<tr>
<td><strong>Fridge</strong></td>
<td><strong>Printer</strong></td>
<td><strong>General Disinfectant</strong></td>
<td><strong>Meeting Table</strong></td>
<td><strong>Meeting Table</strong></td>
</tr>
<tr>
<td><strong>Kettle</strong></td>
<td><strong>Shred it Bin</strong></td>
<td><strong>Spray of all Surfaces</strong></td>
<td><strong>Mezz Waste Bins</strong></td>
<td><strong>Mezz Waste Bins</strong></td>
</tr>
<tr>
<td><strong>Microwave</strong></td>
<td><strong>Alarm Key Pad</strong></td>
<td></td>
<td><strong>Stairs Handrails</strong></td>
<td><strong>Stairs Handrails</strong></td>
</tr>
<tr>
<td><strong>Toaster</strong></td>
<td><strong>Intercom Phone</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kitchen Work Tops</strong></td>
<td><strong>Franking Machine</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tea &amp; Coffee Station</strong></td>
<td><strong>Post Area</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kitchen Cupboard</strong></td>
<td><strong>Stairs Handrails</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>