

Our 6 COVID-19 SECURE Standards

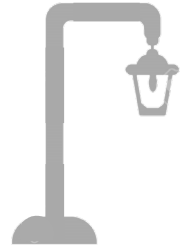
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1 Working in Occupied Properties

Scope of Activity

- No work activity must take place in a household which is isolating or shielding unless it is to remedy a direct risk to the safety of the household and then enhanced PPE must be worn.
- For clinically vulnerable and non-shielding households (i.e. someone over 70 or pregnant) extra precautions are required and full PPE will be worn.
- For all other situations standard PPE worn.

Attending the Property

- Telephone resident on arrival at property and advise will shortly be arriving at the door wearing PPE in-line with the property COVID-19 status requirements.
- Sanitise hands prior to attending the property, knock on the property door and stand a minimum of 2 metres from the door.
- Residents must maintain a 2m distance.

Working Together

- Maintain the same working teams to limit social interactions.
- No face to face working.
- No hand to hand transfer of tools, materials or equipment.
- Maintain a 2m distance at all times and where distancing isn't achievable minimise the time involved with the activity and use screens or barriers to separate people from each other.



Our aim is to reduce the risk of working in occupied properties to the lowest practicable level by adopting safe systems of work. To support this aim, we need to consult with our customers, to better understand their vulnerabilities.



2 Working in Communal Areas

Creating a COVID secure workplace

- All site inductions must be held in an area where 2m social distancing can be maintained – e.g. limit the number of attendees.
- Use physical barriers to create 2m safe working zones.
- Follow MSPS hand sanitising policy.
- Use signs and markings to divert and reduce foot traffic.
- When working in occupied premises, ensure all residents are vacated from the work area for the duration of the works.
- Signage should be erected to the entrance of work areas to warn people not to enter while works are underway.
- All welfare facilities must comply with social distancing and have recorded cleaning regimes in place.

Scope of Activity

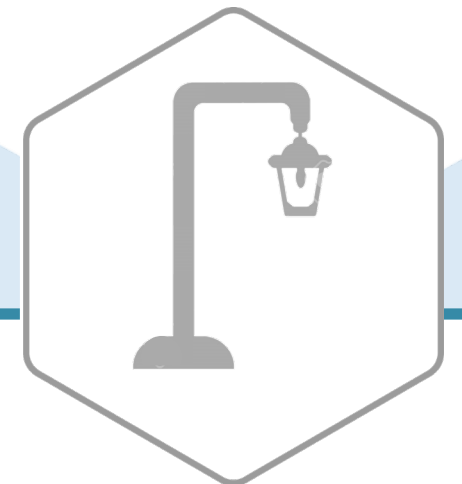
- No work activity in a household which is isolating or shielding unless it is to remedy a direct risk to the safety of the household.
- For clinically vulnerable and non-shielding households (i.e. someone over 70) extra precautions are required and full PPE will be worn.
- If working externally, standard PPE is only required where 2m cannot be maintained.
- If working internally, minimum PPE is required at all times.

Working Together

- Maintain the same working teams to limit social interactions.
- No face to face working.
- No hand to hand transfer of tools, materials or equipment.



Our Safe Systems of Work covers all activity including communal areas, with special consideration given to working in areas of vulnerability such as sheltered accommodation.



3 Working in Office Locations

Social Distancing Behaviours

- Minimise movement around the office.
- Do not visit offices which are not your base location without prior appointment.
- Respect the 2m social distancing rules.
- Wash and sanitise hands regularly.
- Follow all directional guidance.
- Do not walk up to other people's desks without prior notice.

Communal Areas

- Sanitise hands before and after entering communal areas i.e. kitchens and toilets.
- Sanitise hands before and after using shared equipment i.e. opening doors, using printers, kettles etc.
- Do not pass on stairs.
- Use stairs not lifts wherever possible.
- Only use dishwashers.
- Do not share cutlery.

Working Areas

- Clean workstations on arrival, at frequent intervals during the day and prior to leaving.
- Hot desk use should be limited, and 2m distance maintained at all times.
- Meetings should only be held if absolutely necessary, attendees limited and 2m social distancing maintained at all times.
- Clear desk policy at all times.

PPE in Offices

- Use of PPE in offices is not a policy requirement but is available on individual request if required.



All MSPS offices and sites will be certified COVID-19 secure prior to opening and will have its own management plan which must be adhered to at all times.



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Personal Protective Equipment

Working Outside MSPS Offices;

Standard COVID-19 Secure PPE level

- **External Works with 2m distancing** – Gloves
- **Communal and Close Working** – Gloves, FFP2 Mask, Eye Protection
- **Non vulnerable Residents homes** – Gloves, FFP2 Mask, Eye Protection

Enhanced COVID-19 Secure PPE Level

- **Clinically Vulnerable and Shielding Residents** – Full PPE Gloves, FFP2 Mask, Eye Protection, Coveralls, Over-boots
- **Isolating or Confirmed COVID 19 Residents** – Critical Emergency Works Only - Full PPE Gloves, FFP2 Mask, Eye Protection, Coveralls, Over-boots – Dispose immediately as clinical waste

Travel COVID-19 Secure PPE levels

- **Shared Vehicles** – Mandatory: Face covering, eyewear is optional
- **Public transport** – Mandatory: Gloves and face covering eyewear is optional

Working In MSPS Offices

If you are vulnerable (non-clinical) or feel more secure in your working environment wearing PPE, the standard PPE level is available on request.



The role of PPE is limited in its effectiveness in the protection of transmission of COVID-19 and as such should not be used without other control measures being considered and implemented first.



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Travel for Work

Travelling in Shared Vehicles

Drivers should not carry passengers where possible. Where sharing vehicles is unavoidable the below must be followed:

- Journeys should be with the same individuals and limited the number of people travelling per vehicle.
- Open windows to promote good ventilation.
- All persons should wear face coverings whilst travelling and sanitise hands before entering and after leaving the vehicle.

Arriving at Work

- Dispose of gloves and facial PPE in bins provided and sanitise pre removal of PPE and before entering into the building.
- Maintain the same working teams to limit social interactions.
- No face to face working.
- No hand to hand transfer of tools, materials or equipment.

Using Public Transport

Use of public transport should be avoided wherever possible by walking, cycling or using private vehicles. Where unavoidable, the below must be followed:

- Plan ahead and use a direct route avoiding peak travel times where possible.
- Wear face coverings and gloves whilst travelling.
- Maintain social distancing measures wherever possible.
- Avoid facing other people if social distance cannot be maintained.
- Use contactless payment methods wherever possible.
- Wash or sanitise hands before and after journeys.



The aim of this guidance is to help you travel safely during the Covid-19 outbreak. It provides guidance for walking, cycling, using vehicles, travelling by taxis and public transport.



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Welfare and Wellbeing

Mental Health first Aiders

We have nominated mental health first aiders around the business who are trained to support you should you and sign post you to relevant help that you may need. Please contact HRMSPS@morgansindall.com.

Occupational Health

We are able to support health concerns or conditions through our Occupational Health advisors who provide independent advice to help us support you whilst at work. Speak to your line manager or a member of the HR team for further information.

24 Hour GP

You can get a GP appointment 24 hours a day with TrustDoc. They provide e-consultations, provide health information and can prescribe medication just like your own GP. Call them on 0345 319 4129.

Healix Private Medical Insurance

Many of our employees are able to access private medical Insurance as part of their contract of employment. They can be contacted on 0845 241 9876.

Employee Assistance Helpline

We have a free and confidential employee helpline run by Healix who offer telephone counselling and guidance on a range of issues such as drugs and alcohol, family issues, financial concerns, stress and anxiety and domestic abuse. You can reach them on 0800 030 5182.

Wellbeing Health Checks

We plan to start providing wellbeing health checks observing social distancing; these will provide advice and guidance on lifestyle choices, blood pressure, cholesterol, heart rate, weight, cardiovascular risk, and diabetes risk.

Raising Concerns

If you have any concerns about your work environment, someone breaching our COVID-19 Secure standards or the health, safety or welfare of yourself or others, then please discuss these with your line manager or with the HR team in the first instance. Where you don't feel that this is appropriate, then you can report issues in confidence to the Raising Concerns Helpline on 0800 915 1571.



We take the welfare & wellbeing of our people seriously, and ask the same respect is given to your colleagues. We have a clear methodology for identifying vulnerability within our workforce and will work with you to ensure that you are kept safe and well.

