




MAN COMMERCIAL PROTECTION LIMITED

COVID-19 Policy.

Approved by:  I. McCallister (Managing Director)	Issue Date:	May 2020
	Review Date:	April 2021

In line with the government Guidelines for working safely within office spaces and contact centers, MAN Commercial Protection Ltd can confirm as recommended:

- All staff that can work remotely currently are.
- We have limited the amount of staff currently on site at our Head Office.
- Have enforced social distancing in the workplace wherever possible.
- Increased the frequency of hand washing and surface cleaning.
- Staggered break times to ensure no more than a certain amount of people in one area at one time.
- Reduced movement and non-essential visits by discouraging non-essential trips and meetings via encouraging virtual meetings/remote working tools wherever possible, i.e. for the use of interviews our current process has been adapted to fit around the Covid-19 Guidelines stipulated along with Zoom Meetings being heavily encouraged throughout the business.
- Work stations have been assigned to individuals and hot seating is not taking place.
- Avoiding transmission where possible, i.e. promoting the use of staffs own cups/mugs/pens rather than communal use.
- Where site visits are required, we will clearly provide site guidance on social distancing and hygiene should be explained to visitors on or prior to arrival.
- Sites have received a generic COVID-19 Risk Assessment.
- Introduced new technologies and processes to encourage virtual meetings.

You will notice all hand washing stations; these include the kitchen area and restroom areas all have hand washing signs on how to do so. A wipe down register will now be kept on our main notice board to ensure this is taking place regularly throughout the day and will be monitored. Sanitizer and cleaning products are widely available all throughout the office. Should you have any queries on concerns regarding this please contact Lauren Elmes, Compliance & Office Manager.

Please note the above is regularly in review in line with ever changing/adapting government guidelines.