## OUR COVID SAFE PLAN



As we begin to find our new normal in the presence of COVID-19, the following list details the steps we're taking to ensure the safety of our clients, and of our team. This document will be updated as required with any developments or changes to health/government advice.

- Where operationally possible, our team will remain socially distanced from one another, and from our clients.
- We will limit client contact during projects, and for this time, will not be shaking hands when greeting.
- When requested, our team will be happy to wear face masks during the completion of interior projects.
- We will disinfect high touch surfaces such as door handles at the end of each working day.
- Our team will maintain good hand hygiene, including regular hand-washing and sanitisation.
- We will ensure that all deliveries of paint and materials are non-contact when possible.
- We have always kept and will continue to keep daily records of where each of our team members works each day (which project), if ever required for tracing purposes.
- Our team will not present for work if unwell with any symptoms of COVID-19.