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## **COVID-19 PROCEDURES FOR CONTRACTORS WORKING IN DIOCESAN OR BENEFICE PROPERTY**

The UK Government has issued guidance for repairs, maintenance and health and safety in rental properties, these equally relate to contractors visiting Diocesan and Benefice properties in Coventry Diocese.

This note is a summary of what you are required to do when working inside occupied and unoccupied property owned by the Diocese of Coventry to minimise the risk of Covid-19 infection.

These procedures are provided for your safety, the safety of other contractors you may be working with, and for the household you are visiting. They must be adhered to for as long as the Covid-19 pandemic is present and may be updated by us from time to time.

All contractors should follow procedures relevant to the activity they need to carry out and in compliance with <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>.

### **Current Health**

- a.) If you or anyone in your household have any symptoms (high temperature above 37.8C and persistent cough, and/or loss of taste), are self-isolating, quarantining, or have any recent (in the last 10 days) contact with anyone with confirmed Covid-19, or yourself tested positive in the last 28 days, you must tell us immediately and we will postpone the appointment.
- b.) If anyone in your household is shielding, quarantining or self-isolating then you should consider whether undertaking this work is sensible for the risks it may expose to you and them.
- c.) If you develop Covid-19 symptoms within 7 days of visiting the property, please tell us immediately.

For your safety, we have asked the same questions of the household you are to visit and will let you know if we have a positive reply.

### **Appointment Preparation and Procedure**

The following is what we require you to put in place wherever possible.

In both occupied and unoccupied properties, you must undertake a Covid-19 Risk Assessment of the work you are to undertake. This must minimise and manage the risk to yourself and, where occupied, to the household. This means,

- 1.) If you fall into the category in paragraph "a" above, you must let us know and you must not attend.
- 2.) Masks must be worn when inside. If the property is occupied and it is safe to do so, you should introduce yourself at a minimum 2m distance on the doorstep before putting on a mask plus face shield if required.
- 3.) You should use hand gel immediately prior to entering the property and, if occupied, within sight of the householder, so they know you have sanitised. Alternatively, you should put on clean gloves immediately before entering.
- 4.) The length of time you spend inside the property should be no longer than required to complete the task.

- 5.) The touching of surfaces should be minimised so as to reduce the chance of cross-contamination. This includes not sitting or leaning against surfaces unless required to undertake the task.
- 6.) If you can do work from outside to avoid internal work, then this should be prioritised.
- 7.) Windows and external doors should be opened to maximise ventilation.

**Plus**, where the property is occupied or you are working with other contractors in the property at the same time,

- 8.) You should maintain a two-metre distance (insofar as possible) and follow hygiene procedures.
- 9.) Please do not offer to shake hands.
- 10.) You should conduct conversations outside wherever possible.
- 11.) You should stay away from as many occupants as possible and you should enter as few rooms as possible.
- 12.) We will retain records of those attending, where and when, should this be required for contact tracing. This will be in compliance with GDPR.

Thank you for your co-operation and the work you do for Coventry Diocese.

If you have any problem fulfilling these requirements or you have symptoms as described above, please contact me or another member of the Coventry Property Team:

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