

COVID-19 Policy – Contractor/Third Parties (Vacant Properties)

Introduction

Robert Bell and Company have carried out risk assessments and given careful thought to how we conduct business in a safe, responsible, and efficient manner. We would appreciate if you could read and adhere to the following policy to protect yourself, our staff and other relevant parties.

This policy is for Contractors or third parties who have been asked to attend vacant properties (to carryout repairs, surveys, etc.).

An assessment has already been taken place to confirm the appointment is necessary.

Our staff are familiar with the procedures.

Procedures

- You must notify us if you or any member of your household are showing any symptoms for COVID-19 or have been confirmed as *Clinically Extremely Vulnerable*.
- If our staff are not attending, you need to agree how and when to receive the keys. These should be handled with gloves and be cleaned when received and given back.
- If you are meeting our staff:
 - o initially meet outside the front door to confirm how the appointment is to be handled and have any initial discussions required.
 - o Carry out the work/inspection unattended.
 - o Conversation and discussions should occur outside before or after the inspection/work.
 - o adhere to strict social distancing of at least 2m apart.
- On entry please wipe down all relevant door handles and surfaces even if you think the property has been vacant for some time.
- Only yourself plus at most one other should be attending. Make sure the other person has also read this policy.
- You should avoid touching items in the house unless required.
- It is not essential for you or the person attending to wear a face mask or other protective clothing but we do recommend it. You need to provide your own.
- Keep the length of your appointment to a minimum.
- After the appointment please wipe down all relevant door handles and surfaces.

You are asked to confirm this has been read by email and by doing so you are confirming that you or a member of your household are not showing any symptoms for COVID-19.