

COVID-19 SAFE OPERATING PROCEDURES

FBS will operate in a way that limits the transmission of COVID-19 by taking the following steps:

- Minimise, or eliminate if possible, physical interactions amongst staff and with and between customers,
- Ensure physical distancing where working with co-workers or being in contact with other people is required;
- Manage the risk of COVID-19 spread if physical distances cannot be met or maintained;
- Limit the size of groups of people in the workplace to no more than 10 people;
- Ensure appropriate health, hygiene and safety measures are in place,
- Keep contact tracing records for staff

During Alert Level 2 of the COVID-19 system, **Forensic Building Specialists (FBS)** implements the following procedures to minimise risk and limit the transmission of COVID-19:

- Complete health screening checks with all staff with a follow up procedure for staff who become sick or ill (including physical and mental health)
- Staff are required to complete a pre-site assessment self-health check to identify if they have any COVID-19 symptoms such as:
 - a cough
 - a high temperature (at least 38°C)
 - shortness of breath.
 - sore throat
 - sneezing and runny nose
 - temporary loss of smell

- Notify FBS management immediately of any symptoms or concerns;
- Staff will work from home where possible;
- Staff are to complete 14 days of self-isolation if they travel internationally;
- Review Ministry of Health Guidance on a daily basis and alert staff and update Workplace SOPs as required;
- Complete regular sanitising of all work tools equipment and office equipment
- Complete re-fresher staff training on use of RPE and PPE and sanitizing
- The highest-level of protection for workers will be implemented, as far as reasonably practicable including:
 - Ensuring appropriate health, hygiene and safety measures are in place all work place environments;
 - Following Ministry of Health advice on physical distancing, e.g. 2 metre physical distance rule;
 - Implementing the Ministry of Health advice on the use of PPE and RPE for essential workers required to work in the field or and others where appropriate.
- All work meetings where possible are to be conducted via phone or video conference;
- Staff are encouraged to restrict personal travel and social interactions in line with general Government Level 2 requirements;
- Contact Tracing - at any property, our surveyors are to record the name of each person at the property in AlphaTracker against the job i.d.