

Site Visit Guidelines During Covid-19 Level 3

FLOORING XTRA

Procedure for installers and measures/site inspections

BEFORE ARRIVING TO SITE

Questionnaire - Critical questions (To be completed by customers and any staff going to site)

- 1 Do you have any symptoms of Covid 19 – Coughing, sore throat, temperature, shortness of breath?
- 2 Have you or anyone in your bubble been at a location of interest in the last 14 days? Are you or anyone in your bubble awaiting results from a covid test?
- 3 Have you or anyone in your bubble been confirmed to have Covid-19 or been in contact with anyone who has been confirmed or suspected of having Covid-19?
- 4 Have you been on any other sites where safe practices were not adhered to? ie sites without physical distancing or hygiene practices.

If the customer answers any of the above 'Yes' then we will not go to site. Likewise, if any installer or Flooring Xtra team member answers yes to any of the above questions they will not be permitted to go to site.

On the day of the site visit, call the customer to confirm that their answers to the above questions have not changed.

We have asked our customers to:

- ✓ Leave doors open to avoid unnecessary contact.
- ✓ Stay away from areas of work or measuring – Keep a minimum of 2m away from workers at all times.
- ✓ Maintain a high level of hygiene to minimise risks.

ARRIVING TO SITE

- People must travel to site one person per vehicle except for those living in the same bubble
- Contact the customer on arrival to site to let them know you are there. Arrange for property to be opened for access
- Wash/sanitise hands and carry out good hygiene practices prior to entering site
- Put on any required PPE. It's recommended that masks be worn at all times while in a customer's home/onsite. Wearing of masks and other PPE measures is mandatory where physical distancing (2M) isn't possible
- Ensure all tools are clean and wiped down with sanitizer/disinfectant prior to taking them into the home

DURING SITE VISIT/INSTALL

- Maintain a minimum physical distance of 1M at work and 2M onsite from all others. If distancing is not possible where appropriate PPE – ie Masks
- Don't touch surfaces you don't have to
- Wipe down all surfaces you come in contact with disinfectant spray or wipes

LEAVING SITE

- Ensure all equipment is removed from site
- Dispose of all offcuts and disposable PPE gear in rubbish bags to take offsite
- Wipe down all tools
- Wash or sanitise hands when you are back at your vehicle
- Leave in the vehicle you came to site in

GENERAL

Safety Kit – All workers should have access to the appropriate PPE and cleaning products to carry out onsite works safely. These should be in every vehicle used by Flooring Xtra staff going to site and installers.

Hygiene – Wash or sanitize hands at regular intervals, especially before and after lunch or tea breaks. Wipe down tools and work areas daily. Don't share tools with others. Wipe down any surfaces you have touched while onsite.

Physical Distancing – Physical distancing, sometimes known as "social distancing", is about keeping a safe distance from others. This means remaining 2 metres away from other people to prevent the spread of covid-19.

Contract tracing – Keep a log of all sites, stores and homes you have been to in order to contract trace if required.