



WORKING SAFELY DURING CORONAVIRUS (COVID-19)

INTRODUCTION

At Designed to Sell we have put together a plan of what our working practises will be as we begin to work in people's homes after Covid-19 lockdown.

Our priority is the safety of our team, our clients and our contacts, implementing and working with updated procedures to keep our working practises safe, and stakeholders protected as we enter the next phase of 2020.

CONSULTATIONS

To provide safe yet ongoing support to our clients, we tailor each scenario to suit our client needs whilst maintaining safe and sensible practises.

Vacant Property Consultation

All clients have the opportunity to submit photos and floorplans through email, with a virtual meeting booked to conduct the consultation.

In the event that a visit to the property is needed, request will be made to collect the property key and view the vacant property alone. All staff will have sufficient PPE and antibacterial hand gel, making minimal contact with surfaces.

We ask that households leave all internal doors open to minimise contact with door handles.

When meeting clients on site, 2 metres distancing will be exercised to keep all parties safe. No handshaking or contact.

All employees will travel to sites individually.

Occupied Property Consultation

All clients have the opportunity to submit photos and floorplans through email, with a virtual meeting booked to conduct the consultation.

In the event that a visit to the property is needed, all staff will have sufficient PPE and antibacterial hand gel, making minimal contact with surfaces.

We ask that households leave all internal doors open to minimise contact with door handles.

When meeting clients on site, 2 metres distancing will be exercised to keep all parties safe. No handshaking or contact.

All employees will travel to sites individually

SAFE INSTALLATION PROCEDURE

We will need confirmation from the client that the property has not been occupied for 72 hours prior to the installation date.

If occupied in this time period, we will reschedule to a safer alternative date, if possible.

Arrange key collection/drop off (if applicable) from Agent, Owner to a "Safe place".

Key to be disinfected and left for 72 before use.

All staff to independently travel to property.

We will ensure all staff wear masks and gloves on arrival to the property.

Staff will carry hand sanitizer and hand soap and we will ensure that everyone will wash hands on entry to the property.

Ensure that all employees regularly wash hands on duty.

Practice social distancing between team members and suppliers.

We ask that households leave all internal doors open to minimise contact with door handles.

All staff will have hand sanitizer and disinfecting wipes to use on all personal and business equipment used on site (eg. phone). We will wipe down used surfaces in the property as we leave, such as door handles and hard surfaces.

All used gloves and masks to be disposed of in a separate liner and removed from the site.

Key to be disinfected and placed in an envelope.

Arrange key collection/drop off (if applicable) to a "Safe place" for Client.

To minimise chances of spread of the virus following installation, it is recommended that the key remains in the envelope, and the property remain unvisited for 72 hours after installation.