

COVID-19 COMPLIANCE POLICY AND PROCEDURES FOR HAPPYSORT.

I am following government guidelines to reduce risk while working in client homes. I ask that clients co-sign this form prior to any session work.

- I may amend this document subject to any changes within the Government recommendations.
- I will cancel the session if I develop any symptoms of COVID-19 and follow the protocol as per Government Guidelines (<https://www.gov.uk/coronavirus>)
- I reserve the right to decline work or leave a session if I feel that I cannot guarantee a safe working environment for myself and/or my client.
- I cannot work in an environment which is isolating because someone there has symptoms or where an individual has been advised to shield.
- I would prefer not to work in an environment where someone is clinically vulnerable but has not been asked to shield, for example in the home of anyone over 70. Government advice is that they take particular care to minimize contact with others outside their household.
- I will discuss ways to minimize risk for both parties prior to any visit.
- I will require clients to agree to my guidelines below by email.

Personal Protective Equipment (PPE)

Face masks have not been deemed particularly beneficial in places of work as the risk of COVID-19 is better managed by social distancing and hygiene. However, as a precaution and because occasionally it may not be possible to stay at a safe distance from one another, I would prefer to wear a mask.

Source: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

Making a booking

- I will only work with one other person in a household.
- I will prioritise working conditions where a safe distance can be maintained ie outside or in a garage.
- If inside, I would prefer to work in situations which are well ventilated and have plenty of space.
- I will not travel on any form of public transport.

COVID-19 Compliant Declaration

If working in a client's home, I agree that I will:

- Confirm that I am in good health and not displaying any symptoms of COVID-19. Also that I have not been in contact with anyone else displaying symptoms
- Wash and change clothes daily prior to visiting a client.
- Ensure that all working surfaces are cleaned frequently and this includes touch points such as light switches and door handles. I will use my own cleaning products if the client does not have these.
- Increase the frequency of handwashing. I will bring a clean towel and soap.
- Take my own food and drink to households and have any breaks outside.
- Keep as far apart from any other people in the home wherever possible.
- Use back to back working or side to side working rather than face to face wherever possible if we need to be in a small room together or close to another.
- Avoid sharing of any tools or implements such as pens/containers.

Signed

Date

Client Engagement Declaration

As a client of Happy Sort, I agree that I will:

- Inform you as soon as possible if I have any symptoms of COVID-19 or have been in contact with other people who have displayed symptoms.
- Abide by the guidelines issued by Happy Sort.
- Maintain a safe distance from you wherever possible.
- Wear a face covering if we will be working in close proximity (provided by myself)
- Nominate a clean bathroom for you to use.
- Leave all internal doors open to minimize contact with door handles.
- Keep working areas well ventilated.

I confirm that the information provided above is correct and should there be any changes, I will notify you immediately. I also understand that the work undertaken is at my request and that in the event of either party being diagnosed as COVID -19 positive, that, provided both parties have adhered to the above guidelines, no liability will be accepted/assumed by either myself as a client or you from Happy Sort.

Name

Signed

Date