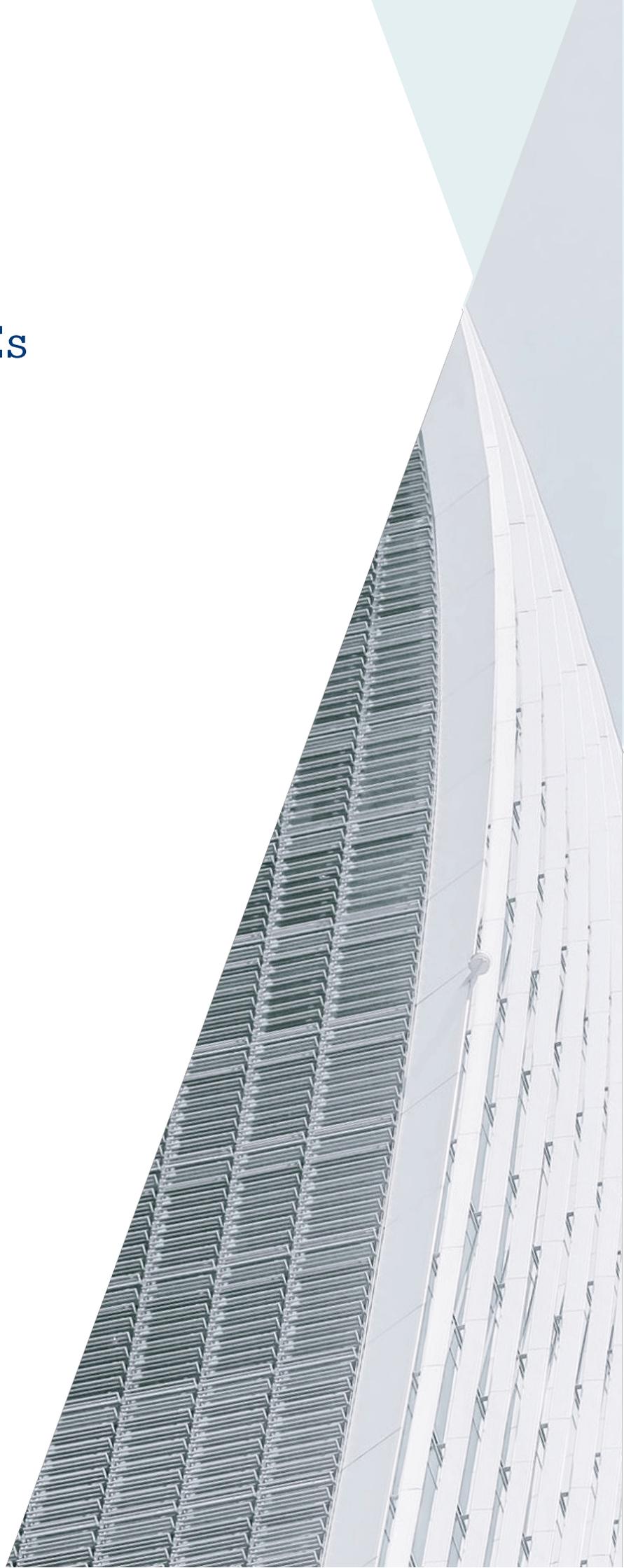




Guidance to SMEs Covid-19

06 APRIL 2020



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The Covid-19 situation is evolving hour by hour with government guidance being adapted as more is understood about the outbreak. We understand the significant challenges facing our clients around the world. We remain committed to working with our clients and business partners to maintain service levels with minimal disruption through this period.

The impact on small businesses is significant and wide-reaching. To reduce the impact of Covid-19 outbreak conditions on businesses, workers, customers and the public, it is important for all business owners and employers to plan now for Covid-19.

Key risk management considerations related to fire safety, workplace security and site closures are detailed in this guidance document.

Signposting to Government Advice

We've embedded links to the latest guidance available from UK Government below:

1. [Guidance for Employers](#)
2. [Support available for businesses](#)
3. [Support for those affected by Covid-19](#)
4. [Covid-19 Action Plan](#)
5. [Stay at home guidance](#)
6. [Travel advice](#)

Building Maintenance

- Review building services and identify those non-essential services which can be isolated during a building shutdown. i.e. water services which present a risk to property damage from escape of water.
- Regularly contact service suppliers to establish if organisations will be able to provide service continuity during the shutdown period.
- Contractor controls should be maintained in the normal way.

Security

- Undertake regular visits of the unoccupied site to check for security and/or fire issues.
- Put up additional security signage

Fire Safety

- Ensure all combustible materials have been removed from the perimeter of the building
- Ensure all unnecessary combustible materials have been removed from inside of the building

Infection prevention measures

- Wash your hands well and often
- Wash for at least 20 seconds with soap and water or use hand sanitizer with at least 65% alcohol.
- Try not to touch your eyes, nose, and mouth, especially if you haven't washed your hands
- Avoid contact with people who are sick.
- Cover your mouth and nose with a tissue if you sneeze or cough, then throw it out. If you don't have a tissue, sneeze or cough into your elbow, not your hands.
- Encourage workers to stay home if they show virus symptoms
- Provide customers and the public with tissues and bin receptacles
- Regularly clean work equipment after use and before being used by another member of staff
- Maintain regular housekeeping practices increasing frequencies for high footfall areas or high touch point surfaces/equipment

Checklist

Item	Checked	Date
All building openings (doors, windows, roof access etc.) have been adequately secured		
Non-essential building utilities have been safely isolated		
All non-essential equipment has been powered down and disconnect all unnecessary power supplies		
All unnecessary compressed gas cylinders have been removed from the building		
Waste bins are located 10m from building		
All unnecessary waste materials have been removed from inside the premises		
All unnecessary theft attractive items have been removed from the building or secured		



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