

Procedures for **Safe Work Method** under Covid-19

Leeson Group has implemented these policies to continue providing a safe service to customers and ensure protection of staff.

Our office staff are working from home.

All communication is online and via phone.



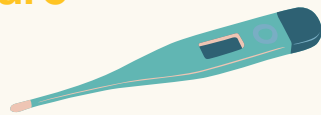
Washing hands regularly on site.

Washing your hands with soap and water or using alcohol hand sanitizer.



Temperatures are checked daily.

Before entering site, staff temperatures are checked.



No contact policy.

There will be no physical contact from staff or installers with each other or with customers. If we do need to visit your site, don't be offended when we don't shake hands.



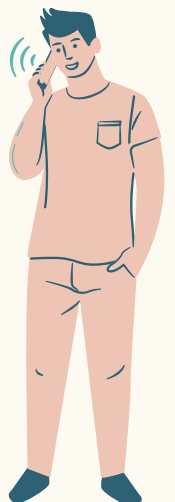
Equipment sanitisation

Equipment to be used by one person with gloves. To be disinfected after each use.



Employees responsibility.

Duty of care is required by all staff to maintain isolation safety measures outside of work to ensure the safety of themselves and others.



Social Distancing

All staff must be 1.5 metres from each other at all times. Breaks are had outside and inclusive of the distance policy.

