



# BUSINESSGUYSI.T.

I.T. SUPPORT IS JUST THE TIP OF THE ICEBERG

## COVID-19 PROTOCOLS - CLIENT REQUIREMENTS

Before visiting your premises, we require a copy of your health and safety policy which should comply with the current Covid 19 requirements for safe working.

You should ensure that:

1. You inform us with plenty of notice if anyone or anyone who has visit your premises has had Covid-19 in the past 14 days.
2. Windows are open and all surfaces and equipment are cleaned.
3. Clear the working area of all personal items, giving our engineers adequate space to work.
4. The area where we will be working / touching is sanitised before and after our engineers have been there.
5. Our engineers will be given at least 2M of space to work in uninterrupted, so that they can maintain social distancing and avoid unnecessary contact with other people, equipment or surfaces to avoid cross contamination.
6. If anyone comes down with Covid-19 up to 14 days after our visit.

## COVID-19 PROTOCOLS - ENGINEER CHECKLIST

We will conduct a dynamic & generic risk assessment while on-site. We comply with all Health & Safety Regulations whilst on site & Covid-19 guidelines. We use <https://www.hse.gov.uk/coronavirus/index.htm> as a reference for the latest guidelines.

These protocols will be followed at all times without fail by our engineers on site.

1. Wash hands at regular intervals.
2. Avoid touching face.

BUSINESS GUYS I.T. – I.T. SUPPORT IS JUST THE TIP OF THE ICEBERG

EMAIL: [HELLO@BUSINESSGUYSIT.COM](mailto:HELLO@BUSINESSGUYSIT.COM) | WEB: [WWW.BUSINESSGUYSIT.COM](http://WWW.BUSINESSGUYSIT.COM) | TEL: 01782 479 005

9 BRINDLEY COURT, LYMEDALE BUSINESS PARK, DALEWOOD ROAD, NEWCASTLE-UNDER-LYME, STAFFORDSHIRE, ST5 9QA

REGISTERED AS BUSINESS GUYS I.T. LIMITED. COMPANY REG NUMBER: 07681552 VAT NUMBER: GB 120176556



# BUSINESSGUYSI.T.

I.T. SUPPORT IS JUST THE TIP OF THE ICEBERG

3. Practise social distancing within and outside the workplace – keeping at least 1 metre apart and 2 metres+ where possible.
4. Sanitise own equipment after any human / foreign object contact.
5. Sanitise client's equipment before use using spray and wipes provided.
6. Use hand gel where appropriate, throughout the day while working at your desk & while on site at clients offices.
7. Wash clothes regularly especially after being onsite after being worn once.
8. Wear face mask onsite or at face to face meetings.

BUSINESS GUYS I.T. – I.T. SUPPORT IS JUST THE TIP OF THE ICEBERG

EMAIL: [HELLO@BUSINESSGUYSIT.COM](mailto:HELLO@BUSINESSGUYSIT.COM) | WEB: [WWW.BUSINESSGUYSIT.COM](http://WWW.BUSINESSGUYSIT.COM) | TEL: 01782 479 005

9 BRINDLEY COURT, LYMEDALE BUSINESS PARK, DALEWOOD ROAD, NEWCASTLE-UNDER-LYME, STAFFORDSHIRE, ST5 9QA

REGISTERED AS BUSINESS GUYS I.T. LIMITED. COMPANY REG NUMBER: 07681552 VAT NUMBER: GB 120176556