



Employee Safety Policy for completing Essential Work during Covid19 shutdown

- 1) Staff member taking the booking must **confirm the work requested is genuinely Essential Work**
 - a. is required for the Health & Safety of the occupants of the property during the shutdown period; OR
 - b. is required to ensure an Essential Service can continue to operate during the shutdown)

- 2) If Essential the **staff member taking the booking must ask the client the following questions**
 - a. Are there any persons at the property that have been diagnosed with the COVID-19 (Coronavirus) or been in contact with anyone with COVID-19?
 - b. Are there any persons at the property that have arrived from overseas in the last 14 days?
 - c. Are there any persons at the property that are in isolation?
 - d. Are there any persons at the property that are unwell and could potentially have COVID-19 (difficulty breathing, coughing, cold like symptoms)?

- 3) If the client answers **NO** to all of the questions then the **PPE list will be required in the table below.**

- 4) If the clients answer **YES** to any of those questions **DNA Electrical Management MUST be advised.** DNA Electrical Management will decide whether the nature of the Essential Work is of such high priority that we need to enter the building. If Covid19 is known to be at the property or someone is unwell with Covid19 like symptoms we will not attend. If DNA Electrical Management decide that we should still attend then **ADDITIONAL SAFETY PRECAUTIONS MUST be followed**

PPE Table and safe work steps on site	
PPE/STEPS where NO to questions at pt 2	ADDITIONAL PPE/STEPS where YES at pt 2
<ul style="list-style-type: none"> - P2 Mask - Disposable Latex Gloves - Do not shake hands or touch anyone you are meeting with. - Do not interact with any pets or children. - Maintain at least 2m distance from anyone you are meeting with. - Use hand sanitizer or soap to clean your hands thoroughly before and after every meeting. - On completion clean any tools or materials you take to and from site. Use anti-bacterial sprays/wipes to do this 	<ul style="list-style-type: none"> - Approval must be gained from DNA Electrical Management BEFORE attending - Wear disposable overalls (remove on leaving premises, place in bag, seal, dispose) - All occupants of the property need to be out of the rooms/areas where we need to work