COVID-19 STATEMENT

[Coronavirus]

It is timely to keep you updated on the current situation with regard to COVID 19 and how this relates to Keepsafe Security Services & its employees.

We are taking the advice of the guidelines issued by the government, Public Health England and the NHS, including our Health & Safety partners.

Unless we are advised otherwise, we plan to conduct all services in line with our standard operating procedures and obligations.
In the event that we need to alter these plans we will take the appropriate action to mitigate any impact and communicate this as soon as possible.

As a precaution we have outlined some guidelines below in relation to COVID 19

What is the Coronavirus?

A Coronavirus is a type of virus. Typical symptoms include: fever, a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

How is Coronavirus spread?

Because it's a new illness it is unknown exactly how Coronavirus spreads from person to person, but similar viruses are spread by droplets in coughs and sneezes.

Employee Responsibilities

- Inform your employer immediately if you are experiencing symptoms of Coronavirus.

- If you are planning to travel abroad, please inform your employer in advance of taking annual leave to discuss any possible impact on return travel and returning to work.

- Avoid travel to the areas listed on www.gov.uk and follow their guidance.

- Take laptops/tablets and chargers home at the end of each day.

- Be extra vigilant: wash your hands frequently with soap and water or use hand sanitisers.
- Dispose of tissues immediately after use.
- Keep all workstations clean and follow on site hygiene procedures.

Employee Holidays?

The current situation with COVID-19 is unique to all of us, and as a business we are doing our utmost to try to ensure that we can continue to operate and to keep the business afloat.

Whilst we appreciate that people are being affected in many different ways, one area that we need to address is in relation to holidays, we have received a number of requests for holidays that employees have already booked, to be cancelled, as your own external holiday arrangements are being cancelled or postponed.

Regrettably, we are having to make the company decision that if you have already booked holidays off from work, we are not in a position to allow you to cancel them and you will be required to take the time off work. If we were to allow staff to cancel their holidays and allow everyone to take them later in the year, this will cause immense staff shortages and could also mean that holidays are forfeited if they cannot fit in the holiday year, and this is the reason we have made this difficult decision.

Learning to stay safe

As we learn to live safely with coronavirus (COVID-19), there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections, such as flu, which can spread easily and may cause serious illness in some people.

COVID-19, along with many other respiratory infections such as influenza (flu), can spread easily and cause serious illness in some people. You may be infected with a respiratory virus such as COVID-19 and not have any symptoms but still pass infection onto others.

The risk of catching or passing on COVID-19 is greatest when someone who is infected is physically close to, or sharing an enclosed and/or poorly ventilated space with, other people. When someone with a respiratory viral infection such as COVID-19 breathes, speaks, coughs or sneezes, they release small particles that contain the virus which causes the infection. These particles can be breathed in or can come into contact with the eyes, nose, or mouth. The particles can also land on surfaces and be passed from person to person via touch.

You will not always know whether someone you come into contact with is at higher risk of becoming seriously ill from respiratory infections, including COVID-19. They could be strangers (for example people you sit next to on public transport) or people you may have regular contact with (for example friends and work colleagues).

There are simple things you can do in your daily life that will help reduce the spread of COVID-19 and other respiratory infections and protect those at highest risk. Things you can choose to do are:

1. Get vaccinated.
2. Let fresh air in if meeting others indoors.
3. Practise good hygiene:
   - wash your hands
   - cover your coughs and sneezes
   - clean your surroundings frequently
4. Wear a face covering or a face mask.

Face coverings and face masks can help reduce the chance of you spreading infection to others, especially in crowded and enclosed spaces, and may protect you from becoming infected by some respiratory viruses.
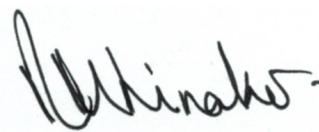
If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, you are advised to try to stay at home and avoid contact with other people.

Most of all our message to all is not to panic. Though this is an unprecedented outbreak, by working together we will be able to sustain the already excellent service that you provide to our customers on our behalf,

With best regards

W R Wilkins
Managing Director

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Operations Manager