COVID-19 / Corona Virus Policy

We wanted to write you regarding our Covid / Corona Virus Policy and keep everyone safe and well during the current situation and our policy in relation to security guarding services; we provide to our clients. This is in line with government advice on their website www.gov.co.uk. We have added some further safety measure above and beyond the advice which are implemented to endure safety of all our staff, employees, and clients.

First and foremost, if you have any symptoms of the virus or have come into contact with any one with the virus then please notify management as soon as possible. Pleas let us know if any staff member is unwell or showing any symptoms.

In line with government's advice, those whoa re shielding or otherwise clinically vulnerable should ensure they are aware of medical advice, including staying at home and avoiding unnecessary contacts over this period, if possible.

All staff should be equipped with PPE including hand gel, gloves, and masks. Protective PPE e.g., gloves, mask must be worn at all the times. Cleaning of hand with sanitizer every 30 minutes.

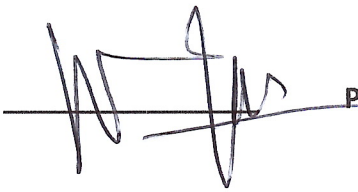
Maintain the 2-meter distance while taking with Manager / Supervisor. Ensure that proper sanitizing of your surroundings while you are working. Inform control regarding any Fever or symptoms of Covid-19.

Ensure that the cabin is clean and tidy. Ensure there is sanitiser, paper towels and disinfectant spray at the security officer cabin to ensure the hygiene is maintained. All radios, mobile phones and other equipment's to be cleaned before the start of the shift with disinfectant wipes. Make sure you use gloves to open all handles and doors and other electronic equipment which officers use on daily basis to avoid the spread of virus on any surface.

In addition, we would ask that you call or email us where possible to reduce face-to-face contract. If you would like to visit our office, we would ask if you could please call us

beforehand so we can let you know our safe arrangements we have put in place after risk assessing our offices.

If you have any further specific questions, please let us know and we would be happy to help.

Signed:  **Position:** Managing Director **Date:** 1st December 2025