

Covid-19 Policy for in2interiors Ltd

Introduction

At In2Interiors Ltd, it is our priority to keep ourselves and staff safe, especially in the midst of the COVID-19 pandemic. As such, we will abide by government guidelines as we strive to balance public health concerns with the needs of our business. This policy, which includes guidance from various health experts, highlights our responsibilities, and outlines the steps we are taking to address COVID-19.

Workplace Protocols

COVID-19 Exposure and Confirmed Illness Protocol

If I or my fitters test positive for COVID-19 or believe we have been infected, we will follow the advice of a medical professional and self-isolate. When self-isolating, we will:

- Stay away from other people in our home as much as possible, staying in a separate room and using a separate toilet if available.
- Not allow visitors.
- Wear a mask or face covering if we have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring symptoms, consulting the [NHS 111 online service](#) if our condition worsens.

Notably, if we are symptomatic or have tested positive, we would not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Symptomatic but was not tested for COVID-19.	Tested for COVID-19.
<p>We may return to work if:</p> <ul style="list-style-type: none">• We have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• Coughs and other symptoms have improved.• Ten days have passed since we first experienced symptoms.	<p>We may return to work if:</p> <ul style="list-style-type: none">• We no longer have a fever.• Coughs and other symptoms have improved.• We have received two negative COVID-19 tests in a row.

Social Distancing Protocol

We will follow social distancing best practices when visiting customers in their homes.

- Before our appointment with you, we will ask if you are experiencing any Covid-19 symptoms and we will need to postpone the appointment if you believe you are symptomatic.
- We will wear PPE in the form of disposable shoe covers, plastic gloves and washable face masks.
- We will stay 1 metre away from customers wherever possible.
- We would ask that customers open doors and windows wherever possible prior to our visit and remain in another room while we measure or fit items.
- We will ask you to wear plastic gloves (provided by us) when you handle fabric sample books etc.
- We will avoid personal contact whenever possible (eg handshakes).
- We will avoid touching surfaces that may have been touched by others when possible.

General Health and Hygiene

Practising good hygiene is essential to prevent the spread of COVID-19. We will practice good hygiene daily and ask that you do the same:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

Cleaning and Disinfecting Protocol

We will do our part to help keep our work areas as clean as possible by cleaning and disinfecting areas that are commonly used. We will avoid using each other's tools and equipment. Additionally, whenever we do use a common piece of equipment, it will be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by In2Interiors Ltd. We will wash our hands with warm water and soap for at least 20 seconds after cleaning or sanitising a surface.

Office Procedures

In addition to the guidance outlined above, In2Interiors Ltd has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**—We will process post and packages utilising gloves and isolating the packages for 72 hours.

Conclusion

In2Interiors Ltd looks forward to the future of our being able to provide you with the full customer experience. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. We will execute on our plan cautiously, following government guidance every step of the way.