



Home Review  
working with you

## **Covid-19 Policy and Procedures**

From 6 January, a national lockdown applies in all of England. You can only leave home for work purposes where it is unreasonable for you to do your job from home.

Where it is necessary for you to work in other people's homes - for example, for nannies, cleaners or tradespeople - you can do so.

This document is to ensure that the Government guidelines are being followed to reduce the risk relating to Covid-19 while working in clients' homes. It is a requirement that both parties agree to what is described below and are to be signed prior to any work starting.

The objective is to reduce risk to the lowest reasonable level by taking preventative measures. I may amend this information subject to any changes within the Government recommendations.

I cannot work in a household when one or more family members have symptoms or when an individual has been advised to shield.

When working in a client's house, I, Susanna Drew of Home Review, agree that I will:

- Confirm that I am in good health and not displaying any symptoms of Covid-19.
- Increase the frequency of handwashing with soap and/or sanitiser.
- Be mindful of coughing, sneezing and nose-blowing hygiene.
- Take my own food and drink to households and have breaks outside where possible.
- Wherever possible, 2 metres social distancing will be maintained by the client and Home Review. Where this is not possible 1 metre plus will be implemented.
- If a client and I need to be in the same room, within 2m of each other, wear a face covering and work side-to-side rather than face-to-face.

### **Client declaration**

As a client of Susanna Drew, of Home Review, I agree that I will:

- Inform Susanna in advance of the appointment if I have any symptoms of Covid-19 or have been in contact with any other people who have displayed symptoms. Or if I have travelled to/from a country with travel restrictions and quarantines in place.
- Abide by the guidelines issued by Susanna of Home Review, listed above.
- Maintain a 2m distance from Susanna wherever possible.
- Wear a face covering if needing to be within 2m of Susanna.
- Keep working areas well ventilated.

I confirm that the information provided above is correct and should there be any changes that I will notify you immediately. I also understand that the work is being undertaken at my request and that in the event of either party being diagnosed as being Covid-19 positive, that, provided both parties have adhered to the above guidelines, that no liability will be accepted/ assumed by either myself, as client, or by Susanna Drew.

Please acknowledge your acceptance of this Policy and Procedures document by printing and signing below and emailing back to me at [susanna.drew@btinternet.com](mailto:susanna.drew@btinternet.com) or alternatively, giving to me on the first day of the work.



Susanna Drew of Home Review

Accepted and agreed to

Client name \_\_\_\_\_

Client signature \_\_\_\_\_

Date \_\_\_\_\_