



Updated COVID-19 Safe Working Plan

Here at Exmoor Shutters and Blinds we want to assure you that all risks have been assessed in order to minimise potential spread of this current pandemic. This Safe Working Plan allows you to review the safety measures we have put in place and we will be happy to answer any queries you may have before we visit your home.

These are the simple steps that need to be followed in order to keep everyone safe during your consultation & installations.

Preparation before our visit

We will ring 15 minutes before our arrival to ask / discuss the following -

- Is anyone in your household unwell?
 - During our visit, how can we maximise social distance?
- What is the shortest route through the house to the relevant window area?
 - Is the heating off in the area to be assessed and with the windows open? Please open windows and doors to ventilate 15 minutes before arrival.
- Has the window area been cleared and cleaned in order to measure accurately and easily?

What we ask from our customers

- We ask that customers wear a face mask at all times during our visit.
- We ask that the amount of people present is kept to the absolute minimum.
- We require customers to wear gloves when looking through sample books, we can supply if needed.

What we will do for our customers

- We will wear a face mask at all times.
- We will minimise staff present to reduce unnecessary contact.
- We will not require food or drink at any time.
- Our tools and sample books will be cleaned after every visit and prior to any visit.
- We will clean any area we have worked before departure.
- We will keep the activity time as short as possible.
- Operatives will hand sanitise before entering your home and shoes will be removed.

Distancing will be respected at all times