

<b>Issue Date:</b> 26-03-2020	<b>Document Title:</b> SOP Service Technicians Coronavirus Supplementary Document	
<b>Document ID:</b> SOPCOVID 002	<b>Group Function:</b> OH & S	<b>Page:</b> 1(1)

## SOP Service Technicians Coronavirus Supplementary Document

### Scope:

Applies to all technical services delivered by ASSA ABLOY's Technicians in context of Coronavirus only. This document, only supplements SOP'S & SWMS in place it does not supersede any document.

### Standard Operating Procedures:

- All Technicians must comply with site requirements for entry
- Covid PPE must be work at all times where it is required and permitted
- When possible clean surfaces prior to touching.
- Maintain a 2 meter distance (Head to Head) from the other person at all time.
- When two technicians are working together do not share PPE and maintain 2 meters at all time.
- Technicians are not permitted to share a vehicle.
- Fill in Covid-19 Risk assessment in JSA with reference to Covid-19 Matrix.
- As per normal operation, barricade your work area.
- Where there is another access point to the building, close off the work area and direct the public to use the other entrance.
- Then conduct your service, quoted works, breakdown or installation.
- Before touching your Ipad or phone, wash your hands.
- Where possible use soap and water, As 20 seconds hand wash is the best recommended procedure to safe guard against Covid-19.
- Then fill in your paperwork.
- Once paperwork has been completed report to site contact.
- Do not allow the site contact to sign or touch phone or I pad.
- You MUST include in the comments of each JOB, who you have met at every job, names and positions e.g Sally (Receptionist), Greg (Director). This is required by the Ministry of Health for case of contact tracing purposes, if the need arises.

<i>Version: 1</i>	<i>Reviewer: OHS officer</i>	<i>Date of issue: 26/03/20</i>
<i>Uncontrolled when in printed form</i>	<i>Muhammad Fahad Yousaf</i>	<i>Review due: 26/05/20</i>