



S₂ Partnership Ltd
Intelligent Risk Management

Coronavirus (COVID-19) Advice Note

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There is a developing situation relating to a strain of the coronavirus called COVID-19, which is classified by the World Health Organisation as a very High Risk, although the UK Chief Medical Officer currently classifies the risk to the public as Moderate.

The S₂ Partnership has reviewed current guidance and identified key considerations for Property companies to implement to protect their workforce and reduce the risk of spread within their properties. The below is a summary of travel advice from the Foreign & Commonwealth Office (FCO):

- Any employee who has been to mainland China (excluding Hong Kong, Macau and Taiwan), Daegu and Cheongdo in South Korea, Iran or the areas in northern Italy that have been classified as being at a high risk for coronavirus – within the last 14 days should self-isolate for 14 days following their return to the UK. This is irrespective of whether the visit to these regions was for business or personal reasons and includes any travel from these regions via another country or countries. This 14-day self-isolation period is to be followed for the duration of the outbreaks in any other regions that are classified as being high risk of coronavirus.
- Any employee who has not travelled to areas classified as being high risk of coronavirus but has been in close contact with someone who has and has developed symptoms of coronavirus within 14 days of their return should dial 111 for advice (in Scotland phone your GP or NHS 111). E.g. close family members, those you share your accommodation with, close personal friends, etc. The employee should self-isolate until they have spoken to their line manager.
- No employees should travel to an area being classified as high risk of coronavirus unless absolutely necessary. If this is unavoidable, self-isolation measures must be implemented accordingly as above.



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For those travellers who have returned to the UK from the specified countries / areas below, at present, the guidance is that, if you have returned to the UK from any of these countries / areas in the last 14 days and develop symptoms of cough or fever or shortness of breath, you should immediately self-isolate.

Specified countries / regions:

- mainland China
- Hong Kong
- Macao
- Cambodia
- Iran
- Italy
- Japan
- Laos
- Malaysia
- Myanmar
- Singapore
- South Korea
- Taiwan
- Thailand
- Vietnam

At present, the government advice for self-isolation only applies if you have been travelling or have come into contact with anyone who has travelled to an affected area, however if you suspect that you have Coronavirus, you should call NHS 111 to report it.

Up-to-date travel advice can be found on the FCO website:
<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

According to the NHS, the following simple measures can be implemented to help prevent the spread of viruses:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap and water are not available
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Try to avoid close contact with people who are unwell
- Avoid touching your eyes, nose or mouth if your hands are not clean



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Potential Measures for Employers and Property Managers

Additional measures that can be implemented by employers and Property Managers are as follows:

- Introducing anti-microbial hand gels to reception / concierge / shopping centre areas for use by staff, visitors and occupiers
- Providing tissues and bins for the correct disposal of them
- Increasing cleaning regimes of WCs, eating areas and hard surfaces that are regularly touched
- Ensuring soap provided within WC areas is anti-microbial
- Communicating to staff and occupiers the importance of personal hygiene and sharing best practice guidelines
- Requesting that occupiers notify Property Managers when there are any suspected cases of COVID-19 within their demised areas
- Reporting any cases of infection that are reported in a building to NHS 111 and other occupiers
- Utilising video or conference calling facilities where possible to avoid unnecessary meetings
- Ensuring cleaning contractor training records are up to date and they are aware of appropriate techniques for preventing the spread of bacteria and that their equipment is appropriately maintained

If you, or any employees are required to self-isolate, the following should be applied for up to 14 days to reduce the spread of infection:

- Stay at home
- Not go to work, school or public places
- Not use public transport or taxis
- Ask friends, family members or delivery services to do errands for you
- Try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food
- Call NHS 111

As the situation develops or the UK Government implement additional measures, S₂ Partnership will provide guidance to our clients on practical best-practice measures. It should be noted that the advice given in this document is based upon the current situation and best practice advice.

Global advice can be found on the World Health Organisation website:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



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What S₂ are doing about the outbreak:

At S₂ Partnership, we are following government advice to minimise the risk of exposure to our employees and the spread of the virus to our clients. To do this, we are implementing the following measures:

- Monitoring our employees and their immediate families for symptoms and ensuring they notify us if there are any suspected cases
- We will notify our clients if we are unable to attend sites due to illness
- Requesting that our clients notify us if there are any outbreaks in their buildings so we can rearrange site visits if necessary
- Restricting travel to sites that have been classified as being at high risk of coronavirus (China, South Korea & Italy)
- Reviewed our Business Continuity Plan for the potential operation of our core business functions remotely
- Holding regular meetings with key members of our Business Continuity Response Team, who are monitoring the advice given by the government

We will continue to support RiskWise and to carry out site visits to assist our clients in maintaining their legal compliance obligations and will continue to monitor the situation to provide services to our clients.



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For guidance or support, please contact:

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