



COVID-19

WHAT TO EXPECT WITH CONTRACTORS VISITING DIOCESAN OR BENEFICE PROPERTY

The UK Government has issued guidance for repairs, maintenance and health and safety in rental properties, these equally relate to contractors visiting Diocesan and Benefice properties in our Diocese.

This note is a summary of guidelines you should follow and those which you should expect Diocesan-appointed contractors to follow when repairs or maintenance are to be undertaken inside your property. Contractors should follow procedures relevant to the activity they need to carry out.

These procedures are provided for your safety, that of your household and the contractor(s). They are relevant for as long as the Covid-19 pandemic is present and may be updated by us from time to time.

Current Health

- a.) If you or anyone in your household have any symptoms (high temperature above 37.8C and persistent cough, and/or loss of taste), have had a positive Covid-19 test in the previous 28 days, are self-isolating, quarantining, or have any recent (in the last 10 days) contact with anyone with confirmed Covid-19, please let us know immediately and we will postpone the appointment. If the appointment is to avert a clear and immediate risk to your safety or that of your household we will discuss additional procedures with you and the contractor to mitigate the risk.
- b.) If you or anyone in your household are shielding, self-isolating, or quarantining, then you should not allow visitors into your home unless it is to remedy a risk which affects your safety or that of your household.
- c.) If you or anyone in your household develops Covid-19 symptoms within 7 days of the visit to your property, please tell us immediately.

Appointment Preparation and Procedure

The following is what should be put in place wherever possible.

We have asked all our contractors to undertake a Covid-19 risk assessment to minimise and manage the risk to you and to them from their activity. This means,

- 1.) If they fall into the category in paragraph "a", above, they will not attend.
- 2.) You should expect to maintain a two-metre distance (insofar as possible) and for hygiene procedures to be followed.
- 3.) Please do not offer to shake hands.
- 4.) You should conduct conversations outside wherever possible.
- 5.) You should wear a mask when in the same room/space as the contractor.
- 6.) Masks will be worn when inside. A face shield may also be worn.
- 7.) Expect the contractor to use hand gel on entering your property or to put on clean gloves. Be prepared to make soap and water available for handwashing as soon as they enter your property, with paper disposable hand towels or separate towels for each individual, which should be washed afterwards.

- 8.) The length of time a contractor spends inside your property should be no longer than required to complete the task.
- 9.) The touching of surfaces should be minimised so as to reduce the chance of cross-contamination.
- 10.) Windows and external doors should be opened to maximise ventilation.
- 11.) As many occupants as possible should stay in separate areas of the house from the contractor or should vacate the property.
- 12.) Be prepared to wipe down surfaces in and around the work area(s) with appropriate sanitiser spray or disposable wipes once the contractor(s) has finished.
- 13.) We will retain records of those attending, where and when, should this be required for contact tracing. This will be in compliance with GDPR.

For further guidance, please refer to the latest UK Government Guidance via the links below.

For Landlords and Tenants <https://www.gov.uk/government/publications/covid-19-and-renting-guidance-for-landlords-tenants-and-local-authorities>

Contractors should follow procedures relevant to the activity they need to carry out and in compliance with <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>.

Thank you for your co-operation with these procedures. If you have any concerns, please do not hesitate to contact me or another member of the Coventry Property Team:

Dinta Chauhan, Clergy Housing Officer.
T:0116 261 5316, Dinta.Chauhan@CovLec.org

Lesley Whitwell, Property Officer.
T:0116 261 5315, Lesley.Whitwell@CovLec.org



Peter Fowles MPhil MRICS
Property Manager, Diocese of Coventry
M:07958 623132
Peter.Fowles@Coventry.Anglican.org

Issue: 04 January 2021