

SURVEYING OR MEETINGS ON SITE: Covid-19 Protocol

A. Meetings on site.

1. Is the meeting strictly necessary?
2. Can the purpose be achieved by conference call, zoom, email or telephone?
3. It may be necessary to be on site to examine works done; give instructions on how to proceed with a problem encountered during the works, or to assess the extent of work done for issuing a payment certificate.
4. If needed, social distancing measures to be observed and the following precautions to be taken.
 - A. Single use plastic gloves to be worn.
 - B. Plastic overshoes to be worn inside buildings.
 - C. Face mask to be worn at all times within the property and in general externally except when alone.
 - D. Equipment taken into buildings to be clean at the start and not left on surfaces but taken out, used and put back into tool bag.
 - E. Hand wash facilities to be available and surveyor to carry anti-bacterial gel and wipes.
5. Confirmation to be given and received by all that none of those present at the meeting or inspection should be self-isolating at home.

B. Surveying buildings or property on site.

1. Collection of keys and access: Arrangements to be discussed in advance for collection and return including details on the location of keys for doors or windows normally kept locked.
2. The property MUST be vacated for the duration of the inspection or survey.
3. Surveyor to declare that he is not supposed to be self-isolating for any reason and to sign a copy of this protocol when collecting keys or being given access to the property.
4. Protection to be worn will include: plastic overshoes in the property; single-use plastic gloves during the whole inspection; a face mask. A change of outer clothing to be made at the start. A telescopic ladder used for access to roof voids or high ceilings will be covered at each end.
5. The surveyor will carry anti-bacterial gel and wipes.
6. Equipment used will be cleaned as in A.4.D. above.
7. Access to the property will be in the surveyor's car and not by any public means of transport.

Signed:

Date:

Location: