

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## ● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Target Professional Services (UK) Ltd Date 12/05/2020

Who to contact: Brendon Hogan, Head of Compliance - 01243 601 333  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

At Target Professional Services (UK) Ltd we take the safety of our employees and clients very seriously and have made a number of changes to the way our business operates to ensure we can maintain the level of service currently offered while ensuring our team remain as safe as possible.

All of our offices have been carefully set up to ensure they can be run safely for all employees. Strict safety precautions include enforced social distancing and mandatory PPE when visiting our other offices. All non-essential visits from clients have been postponed and where possible all client meetings are held using video conferencing.

Our employees have been carefully split across our 3 key offices with some employees also working from home to minimise unnecessary travel and potential exposure to COVID-19. Our operation times remain as normal, however our employees are now seated within each office at 2 meter intervals as recommended by the government. Visiting contractors for essential work must wear gloves and face masks to protect themselves and the employees within the office that they are visiting.

Our employees regularly cleanse and sanitise their workstations and the offices are thoroughly cleaned on a daily basis following strict cleaning protocols. Our employees practice good hygiene throughout the day and have made changes to their daily routines to ensure they can practice social distancing while working in the office.

Our processes remain unaffected and we continue to fulfill the work that comes in on a regular basis and all the while we continue to look at ways to revolutionise our business to ensure our processes are robust and reliable to maintain the contracts that are made with our clients.

Thank you for your continued support during this difficult time for many businesses. As restrictions are relaxed further in the coming months we will continue to review our safety measures to ensure we continue to offer a robust service while keeping our employees and clients safe.