# **15th June 2020**

# **Daniel Katz Limited COVID-19 Health and Safety policy**

This **policy outlines** the essential measures being taken and guidelines employees and visitors should adhere to, following the coronavirus outbreak. This document also outlines the temporary alterations of existing sick leave and working from home protocol.

## **Policy brief & purpose**

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It’s important that we all respond responsibly and transparently to these health precautions.

This COVID-19 policy is susceptible to changes with the introduction of additional governmental guidelines and will be updated accordingly.

## **Scope**

This coronavirus policy applies to all Daniel Katz Limited employees, tenants and to any visitors and clients on site.

## **Policy elements**

The measures we have taken to ensure the safety of all employees, tenants and visitors are outlined here, along with the required actions all employees, tenants and visitors should take to limit the risk of potential coronavirus infection.

### General hygiene rmeasures and guidance:

* Hand sanitiser, gloves and face masks are provided in the main entrance and all key areas. Signs will be displayed to encourage visitors and staff to use them.
* Signs will be displayed to ask staff and visitors to maintain a two metre distance.
* Hands are to be washed or sanitised upon arrival and when using common spaces.
* If you cough or sneeze, please remember to do so into your elbow, and not your hands.
* When using a tissue, please discard it properly and clean and sanitise your hands immediately
* Doors will be kept open where possible, to minimise handles being touched.
* Shippers and art handlers will be deliver and collect works of art to and from the main gallery, in order to limit access to the basement.
* Daniel Katz Limited staff are to stagger arrival and breaks times and are to work in separate shifts to minimise contact.
* A cleaner will be on site from Monday to Friday, ensuring that all surfaces, door handles, buzzers and the lift area are cleaned and disinfected regularly.
* All staff work stations are over two metres apart
* Staff are to disinfect deliveries where possible and are to wash or sanitise hands before and after touching deliveries.