



GROUP SERVICES

RETURN TO WORK GUIDE

These are general guidelines to help you and your team prepare to return. There may be slight variations in arrival procedures, physical distancing and amenity/dining access, depending on your workplace community





Caring for our customers and communities has always been at the core of our mission. Now, more than ever, our decades-long commitment to workplace cleanliness, safety and security. From our ability and experience in keeping our

clients workplaces safe and clean, to installing innovative security and safety systems, SPS Group Services is uniquely positioned to help you navigate these unprecedented times. There's no substitute for innovation and

productivity in the workplace. That's why we're helping teams come back with confidence, returning to a clean and secure environment that supports your business community.

WHEN YOU'RE READY, WE'RE HERE

This document is intended to help your company plan for a safe return, including steps your company can take within your workspace, and what we're doing to promote safety throughout the workplace community. We realise this is a dynamic situation, and as needs evolve, we'll be ready, continuing to communicate our approach and working closely with your business.

Our priority today, and every day, is your safety and well-being.



PLANNING CHECKLIST

Drawing on the latest best practices guidance, the following checklist is a starting point for developing your return-to-work plans.



Our goal is the same as yours: a smooth return to a safe, healthy workplace. We recognise the considerations for how and when to bring employees back are complex and each company must consider what's right for their teams and business.

Together, we all have a shared responsibility to protect and support workplace well-being. This starts with clear communication.



Workspace modifications

Consider the best furniture configuration to help your teams be together safely. Options include adding partitions to convert open floor plans into more private spaces, eliminating hot desking and reducing the number of seats in team rooms or conference spaces.

Phased return

Current guidance recommends a gradual, phased return, such as staggering work days for different teams to minimise on-site headcounts. It is recommended that employees who are at high risk for COVID-19 health complications continue working from home.

Establish health screening protocols

Depending on your location, current guidelines may recommend or mandate the use of cloth face coverings while indoors. Your business may also wish to add health screening requirements for entry, such as temperature checks, or require employees who have recently travelled to work from home.

Support employee health

Add disinfectant wipes and hand sanitiser stations to shared spaces. Post hand washing guidance near sinks in your workspace, such as your break room or kitchen.

YOUR NEW WORKDAY

WHAT TO EXPECT

The following are general guidelines to help you and your team know what to expect when returning to the workplace. There may be slight variations in arrival procedures, physical distancing and amenity/dining access, depending on your workplace community.



ARRIVAL

Staying Protected

Cloth masks are strongly encouraged or required, depending on local guidelines. Please sanitise hands when entering the workplace.

Following Entry Procedures

Doors may be designated for entry or exit and may remain open throughout the day for touch-less movement in and out of your workplace. If you need to use the elevator, please follow signage and floor placement guidance. Elevator capacity will be limited to maintain physical distancing.

We are proactively monitoring the latest guidelines and consult regularly with public health information. We will continue to update our approach to support your well-being and help your teams be together safely.



For questions or detailed information specific to your workplace, please contact us.

NAVIGATING YOUR WORKPLACE

Stand only on marked areas in elevators.



Follow the path of travel as indicated.



Space safely in lobbies and when waiting for the elevator

Practice Physical Distancing

Please maintain a minimum of 6 feet of physical distance when navigating corridors and accessing restrooms.

Move Around Safely

Be mindful of social distancing guidelines in elevators, stairwells and pathways. Use hands as little as possible when opening doors

Doing your part

- Be mindful of your own and others' well-being
- If you have any symptoms, even if they're mild, stay at home
- Wash and sanitise your hands frequently
- Clean your immediate work area frequently
- Wear face masks when possible
- Be aware of your own and others' personal space
- Pay attention to signage and follow procedures

Doing our part

- Enhanced disinfection methods to remain in place with a focus on touch-point cleaning
- New site specific risk assessment conducted to ensure your safety at work
- PPE equipment provided where necessary
- Hand sanitiser provided to required work areas
- 24 hour emergency contact
- Dedicated section created on our website with information and resources to help guide you
- Signage and graphics to assist in maintaining physical distance and pedestrian traffic direction
- New case reporting will be promptly handled



KEEPING YOUR BUSINESS SAFE

As your teams begin to return to the workplace, our teams will continue to be ready to respond as your needs evolve. We maintain an active, ongoing commitment to a safe and healthy workplace environment.

Our standard cleaning specifications have been enhanced to focus on hard surfaces and frequently used touch points. A variety of cleaning and sanitation services are available including disinfection services and deep cleaning, contact us for more information - 01482 226 570.



Certificate Number 3736
ISO 9001 ISO 14001



ICS Cleaning Services have developed a comprehensive COVID-19 deep cleaning plan which has been designed around the guidance put forward by Public Health England. It provides a professional Corona-virus sanitisation service for a variety of businesses that are taking precautionary measures or have a suspected case of Corona-virus

Our plans have been designed specifically to meet the requirements of any business concerned about safety risks during the current COVID-19 outbreak, whether it be short or long term. Our plans incorporate a number of our core services to provide a cleaning team who will act as a highly-visible deterrent, one of the most effective measures to ensure the protection of your premises, assets and personnel. Focusing on touchpoints including a variety of equipment, furniture, desks, computers, doors etc., and also includes services designed for hard to reach areas depending on your requirements.

Offering a number of services such as Fogging, Airgene Canister and Selgiene Ultra.

ICS Cleaning is experienced in providing security services to a range of sectors including the corporate, education, retail, industrial and more.



SECURING YOUR BUSINESS

Due to the Corona-virus outbreak many businesses are closing physical locations and moving staff to remote sites, leaving company assets vulnerable.

Whilst operating remotely maintains business operation it also creates a security risk for empty offices, schools, commercial assets, construction sites and more. Unfortunately, there are numerous people willing to take advantage of this situation. Preventing any security threats should be a top priority for any business.

Offering a number of services such as Key Holding, Mobile Patrols, Security Guarding and 24 Hour CCTV Monitoring, SPS Security is experienced in providing security services to a range of sectors including the corporate, education, construction, retail, industrial and more.

We've created plans which have been designed specifically to meet the requirements of any business concerned about security risks during the current COVID-19 outbreak, whether

it be short or long term. Our plans incorporate a number of our core services to provide a security team who will act as a highly-visible deterrent, one of the most effective measures to ensure the protection of your premises, assets and personnel.

Whether you're looking for reliable gatehouse security for an industrial facility or you require professionals to control access to a busy corporate office, our services will take care of your concerns. We are also equipped to perform additional tasks such as risk assessment and health and safety checks.

Since 1992 we have been providing manned security guards to ensure the protection of all types of premises, whatever the size. We are SIA-approved and are placed in the Top 10% of private security firms in the UK. You can rest assured knowing that we have your security concerns under control.

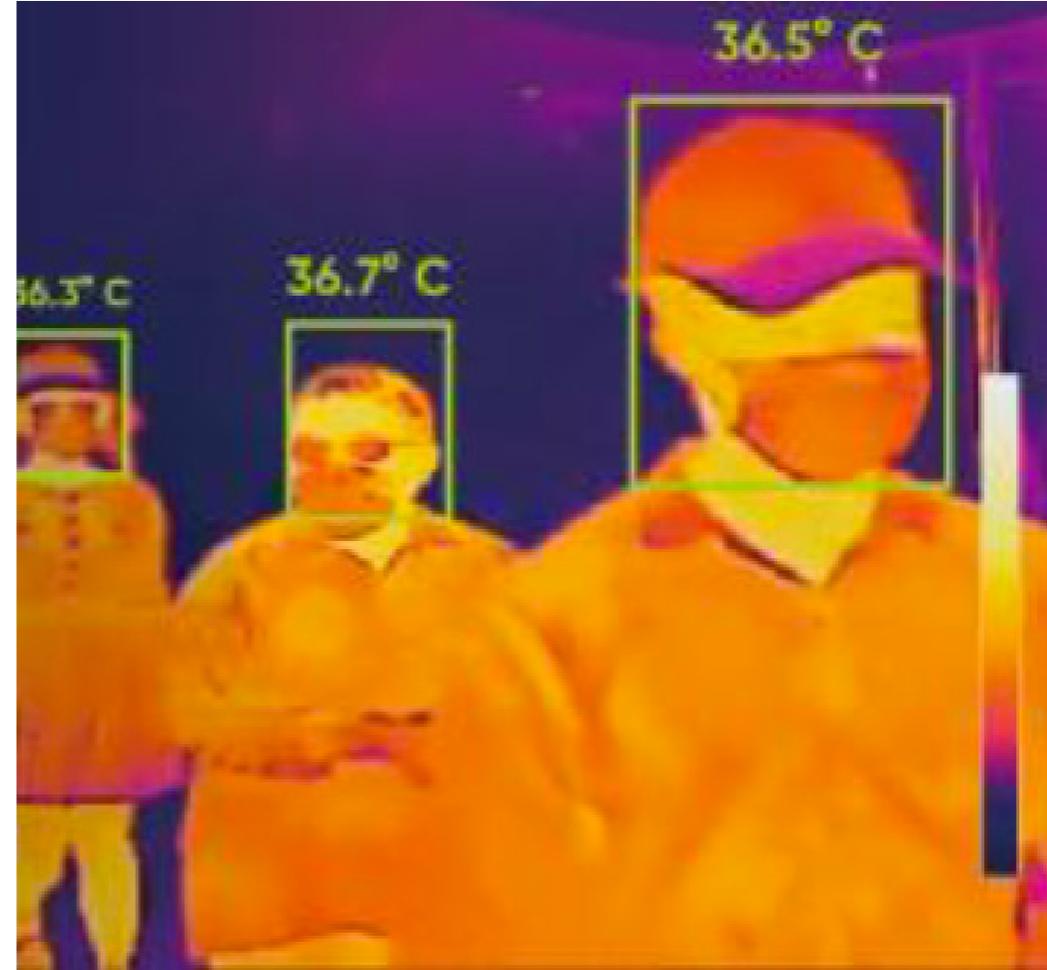
CUSTOMISED AND CONTINUOUS

We have planned, designed and implemented installations of all shapes and sizes. We are based in Hull; East Yorkshire and our services are available to business and commercial clients throughout Yorkshire and Lincolnshire and also across the North of England. We specialise in installation, maintenance, servicing, monitoring, key holding and alarm response.

Regardless of who originally installed your system, we can still offer you an SSAIB certificate by upgrading your system to SSAIB standards through carrying out all the tests required for compliance. We can provide you with an annual servicing and maintenance contract as per your insurer's requirements.

SPS Security are an accredited SSAIB installer of a range of security systems. We install highly established and tested security systems that are proven to be a vital asset in keeping you protected 24/7.

The quality of installation is important when choosing to install a security system. We will always treat your premises with care and respect, with our qualified and experienced engineers ensuring the installation is carried out with the minimum of fuss and disruption.



SPS Technical Services is committed to providing tailored technical solutions and CCTV Installations to help existing and new customers achieve enhanced levels of security, whilst also delivering significant cost savings. Our technical services division incorporates the most advanced CCTV security cameras. We offer bespoke access control systems, including remotely operated electronic gate entry systems, remote CCTV security system installations, intruder alarm and fire alarm monitoring via our state of the art 24 hour remote monitoring centre.

We're utilising the latest technology to help prevent the spread of coronavirus. In particular, Human Body Temperature Measuring technology which assists in preventing the spread of viral diseases such as Covid-19 by allowing for quick, accurate detection of elevated body temperatures.





**For further information on our services visit ics-cleaning.com/covid-19-deep-cleaning
Security services can be found here sps-security.com/covid-19-update**

The information in this guide is not exhaustive, may not constitute the most up-to-date information, and is not intended to constitute an endorsement by SPS Group Services. You should not act or refrain from acting on the basis of any content included in this site without seeking independent professional advice.