



TSP REDUCING THE SPREAD OF RESPIRATORY INFECTIONS PROPERTY MANAGEMENT POLICY_

Date_

6th May 2022

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Purpose and Scope_

This policy relates to the communal areas within the properties TSP manages and outlines the procedures in place to reduce the spread of respiratory infections, such as Covid-19 and flu in the workplace.

From 14th April 2022, the government has published guidance on how to reduce the spread of respiratory infection. Our priority remains to ensure that all properties under management remain as safe as possible and the spread of respiratory infections is minimized.

It should be noted that occupiers do have a responsibility for their employees and if you have not already done so, you should carry out an assessment of the risks posed by respiratory infections in your workplace as soon as possible.

Our approach to reduce the spread of respiratory infections including Covid-19_

Cleaning

Keeping the communal areas clean reduces the risk of infection and can reduce sickness in a workforce.

Contact surfaces and surfaces that have the most use will continue to be a main focus of cleaning within the communal areas. This includes door handles, handrails, entry points and lift buttons. Where resources allow, we have increased the frequency of cleaning within communal areas.

Hand sanitizer units installed within the communal areas will remain in-situ and occupiers and visitors are encouraged to use hand sanitizer when moving around and using the property.

External cleaning will continue to be carried out as per usual, however any contact surfaces continue to be cleaned more regularly.

Ventilation

Bringing fresh air to the communal areas can help to reduce the concentration of respiratory particles which lowers the risk of airborne transmission of respiratory disease.

In properties where ventilation systems are in place, the filters will continue to be monitored and managed in accordance to manufacturer instructions and, where possible, set to maximise fresh air and minimise air recirculation.



Occupiers Responsibility_

Occupiers should be aware of how respiratory infections can spread easily between people and ensure their staff and employers are aware of symptoms, so actions can be taken to reduce the spreading of the infection.

Symptoms of Covid-19, flu and common respiratory infections include;

- Continuous cough
- High temperature, fever or chills
- Loss of, or change in, an individuals sense of taste or smell
- Shortness of breath
- Unexplained tiredness, lack of energy
- Muscle aches or pains that are not due to exercise
- Not wanting to eat or not feeling hungry
- Headache this is unusual of longer lasting than usual
- Sore throat
- Stuffy or runny nose
- Diarrhoea
- Feeling sick or being sick

Further information on the symptoms can be found on the NHS website (<https://www.nhs.uk/conditions/>)

It should be noted that symptoms of Covid-19 and other respiratory infections are very similar, so it is not possible to determine if you have Covid-19, flu or another infection based on symptoms alone.

Process if there is an outbreak in one of our properties under management_

There is no longer any requirement to report workplace outbreaks of respiratory infections to TSP or your local public health team.

If you experience an outbreak, government guidance to reduce the spread of respiratory infections should be implemented and applied more rigorously.

Process if someone tests positive for Covid-19 in one of our properties under management_

If an employee, contractor or visitor tests positive for Covid-19 we ask that they stay at home for 5 days following the positive test and avoid visiting our properties under management.

We no longer require you to contact TSP to inform us of any positive cases.