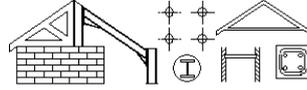

Finite Design Ltd

Structural and Civil Engineers

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Covid-19 Continuity Plan and Precautionary Measures

The following steps have been taken to ensure continuity of our services to our clients during the current Corona Virus pandemic. Our engineers continue to work from home providing our full range of services to all our customers. We undertake necessary property surveys while observing all precautions recommended within the Government guidelines until this risk has passed. To comply with these guidelines & prior to any property survey, a Finite Design risk assessment will be carried out by the site-attending engineer, during a telephone call, ahead of the visit.

Finite Design Guidance for Property Surveys

- ❖ We will maintain a distance of 2 metres during face to face meetings which, ideally, we prefer to be outside to best protect all parties.
- ❖ When visiting client homes we ask that all internal doors and openings be opened ahead of our visit to any areas we may need to access including loft spaces, eliminating a need for our engineers to touch door handles.
- ❖ Engineers must be allowed into confined spaces alone.
- ❖ We will identify during our risk assessment any potential busy areas across the household. These might include where people travel to, from, or through, for example stairs and corridors and we will aim to minimise movement with our clients in these areas during our visit which we keep as short as possible.
- ❖ We respectfully ask that the home is well ventilated, with windows open in any rooms we may need to access. Our staff will wear gloves, they will wear masks if to do so by the home-owner or site manager.
- ❖ Engineers will always keep surface touching to an absolute minimum and carry hand sanitiser. We will advise you ahead of any visit of any expected need to enter specific areas. In the event that an area not previously considered necessary to access is identified we will advise.
- ❖ Our engineers will not be shaking hands in the traditional manner.
- ❖ Additionally, we would respectfully ask the following questions to further best protect all persons during this pandemic and ask that you notify us ahead of any visit, giving adequate notification whenever possible, if your circumstances change:

- 1 Has anyone within the property/on the site been in the presence of a person with Coronavirus or importantly suffered a persistent cough and/or fever themselves within the past 14 days?
- 2 Has anyone returned from overseas in the past 14 days?
- 3 Has anyone within the property/on site undertaken or, presently in the process of undertaking, quarantine during the past 14 days?
- 4 Is anyone in the property undertaking self-isolation due to being considered at a higher risk of C-19 including people with an underlying health issue or persons over 70 who are not displaying any symptoms?

Please contact us immediately if any of the above are applicable to you and we will try to work with you to find a resolution.

We wish to take this opportunity to thank you for your custom, your patience during these challenging times, and reassure you of our dedication to your safety. We ask you to respond by email to say that you have read through the above guidance and that you fully understand and accept these conditions. Thank you.