



LSD PROMOTIONS

**OUR PLAN TO
REBUILD**

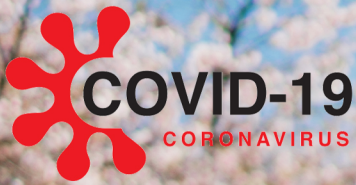
**MAKING
OUR MARKETS
SAFE**

Document issued
Friday 15th May 2020

Issue 1.0 (Document to be updated as Government advice is issued)



GROUP OF COMPANIES



THE NEW NORMAL

In these extraordinary times, HSE is constantly reviewing the fast-moving situation with our partners across Government to support the national effort to tackle COVID-19

While social distancing is fundamentally a public health measure introduced to reduce the spread of infection, we recognise the concerns raised on social distancing within the market place and are in contact with local authority partners to implement these measures.

Where HSE identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, eg employers not taking appropriate action to socially distance or ensure workers in the shielded category can follow the NHS advice to self-isolate for the period specified, we will consider taking a range of actions to improve control of workplace risks.

These actions include the provision of specific advice to our employees and our traders by issuing enforcement notices to help secure improvements with the guidance.

We have sourced Gazebo safe screens (as shown). These will be available from LSD for traders to purchase at cost price.

For hygiene reasons and to protect our employees, LSD will not offer these for temporary hire. Traders must own these themselves and be fully responsible for cleaning and installing/deinstalling each day.

They are disinfectant and antibacterial spray cleanable, fire retardant to BS 5438 and UV resistant. They can be in quarter size, half size or full size. They can have hatches or zips and can hang from any part of the gazebo to suit trading requirements.

We are developing a disinfectant cleaning system on all stalls & equipment for the end of each market day. This will likely be in the form of a back pack sprayer carrying suitably approved antibacterial liquid. (see image)





THE NEW NORMAL

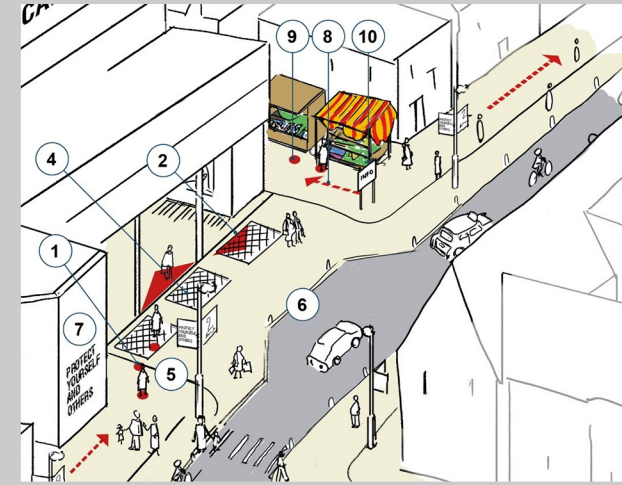
We believe we have a huge advantage in operating safely, being a predominantly outdoor business. The UK government released the following statement on Monday 11th May:

When outdoors, people are much less likely to come into contact with an infected surface, while any tiny particles of virus (called aerosols) would be dispersed by fresh air.

So the main remaining danger comes from large droplets, and staying 2m away from other people - as social distancing guidelines recommend - should overcome that.

Once our Government provide a confirmed date on when we can return to our contracted towns and cities, we would put the following measures in place: (This is subject to change as per the changing advise issued by Government)

- All stalls are spaced 2 metres apart. This is to protect our traders. It will be the responsibility of LSD Promotions to deliver this. Operational managers will be provided with 2-metre rulers that they keep on site at all times and use this to ensure correct distances are kept. Before each canopy is erected, this must be checked by the 2 metre ruler before canopy installation. It will be the manager on the days responsibility to sign this off and to guide the stall erectors accordingly.
- All stalls will be provided with A2 Correx signs. These must be clearly displayed at all times, until further notice. It will be the responsibility of LSD Promotions to erect and de-install these on a daily basis and to ensure they are clearly displayed by the trader. Regular inspections will take place throughout the day.
- Our managers will wear gloves to collect rent at all times. LSD Promotions will provide this as standard.
- All LSD managers and staff members will be provided with alcohol hand gel and antibacterial hand-soap and asked to wash their hands and use hand sanitizer on a regular basis.
- Each site will be provided with an LSD Promotions Hygiene policy, displayed in the market site office.
- Each site will be provided with an LSD Promotions Hygiene policy in A6 form (small leaflet) and LSD employees can provide any trader with one of these who has not received one in advance.
- Each trader will be provided with an LSD Promotions Hygiene policy, in advance of trading.



Taken from gov.uk focused on semi-enclosed retail we can adapt our markets accordingly using the following interventions.

- 8. One-way circulation for street markets
- 9. Queuing markings for street stalls
- 10. Signing & information provided at widened entry & exit points for markets.



Taken from gov.uk an example of a one way system in Denmark.





THE NEW NORMAL

- The LSD Promotions hygiene policy will be displayed on our website.
- LSD employees will be provided with face masks while working, if the Government ask of this as a standard condition. If the Government does not enforce the wearing of face masks, we will offer this to our employees as a choice. If they do request a face mask, LSD Promotions will supply this.
- LSD will ask traders to have antibacterial hand sanitizer on their stall at all times.
- LSD will ask traders to wear face masks, if the Government ask for this as a standard condition.
- LSD will ask traders to manage their own crowds waiting to be served on their stall, to ensure social distancing measures are being kept to. Managers can support this where possible but cannot be held responsible for each traders individual queue.
- We will continue to be pro-active and embrace any change that the Government releases and adapt accordingly as time progresses on an ever-changing situation.
- We will keep in regular contact with our local authority partners to ensure safe and top-quality delivery of markets in your town or city.


OFFICE HYGIENE POLICY **MAY 2020**

- Please wash hands on arrival to the office or use the 70% alcohol hand sanitiser provided. This must be the first thing you do.
- It is important you make all efforts to keep at least a 2 metre squared distance from work colleagues at all times. If needed, please use the internal phone system to talk to colleagues.
- Hands must be washed on the hour, every hour. Please ensure an alarm system controls this.
- Any visitors must use hand sanitiser or wash hands upon arrival.
- Please wash hands or use hand sanitiser immediately if you handle the post or any parcels that are delivered.
- Hot desking is strictly prohibited.
- Everyone must use their own keyboard, mouse, computer, phone and headset only.
- Please use provided hand sanitiser on your own desk on a regular basis.
- If the meeting room is used, this must be wiped down using antibacterial wipes at the end of the meeting.
- Everyone who is using the meeting room must wash their hands or use hand sanitiser before the meeting and straight after.
- Please make your own food & drinks at all times.
- At the end of each working day, please ensure you wipe down your desk using antibacterial sanitiser / wipes this must include keyboard, mouse, phone, headset and general area.
- Please wipe down the printer screen, franking machine keyboard and card machines keys using antibacterial wipes.
- Please ensure the kitchen surfaces are wiped down at the end of each working day using antibacterial wipes or sanitiser
- Please wash your hands before leaving the office.



**PLEASE KEEP
2 SQ METRES APART**

SOCIAL
DISTANCING



**WHEN WAITING
TO BE SERVED AT THIS STALL**

HELP PREVENT THE SPREAD OF COVID-19




Image 1.
Our current head and site office
hygiene policy

Image 2.
Example of A2 Correx Signage.
These will be displayed on all stalls
until further notice on all LSD market
sites.

Managers will be provided with 2
metre wooden rulers for accuracy on
stall distancing

