

COVID-19

HEALTH AND SAFETY POLICY FOR SITE VISITS



PERSONAL HEALTH AND TRAVEL DECLARATION

This will be submitted to the client prior to the visit covering:

- Travel within the past 14 days
- Clients visited within the past 14 days, their location and key contact
- Consultant's current health status
- Consultant's close contact's health status



TRAVEL TO CLIENT LOCATION

Whilst travelling our consultants will:

- Strive to maintain 2 metre social distancing at all times in public spaces



ARRIVAL AT CLIENT LOCATION

On arrival at the client's site the consultant will:

- Complete client's Sign-In Register and adhere to Client Health & Safety Policy
- Wait in Reception or designated area to meet the assigned client representative
- Sanitise or wash hands as directed by the client

ONSITE CONSULTING

Consultants will maintain the following:

- Meet only with the designated staff required for the consultation
- Maintain a 2 Metre distance from operators when undertaking Process Observations
- Under approved close-work situations (less than 2 Metres) wear protective face-mask
- Use the kitchen/cafeteria facilities only when others not present
- Maintain strict hygiene through hand-washing and sanitizer use according to the client's policy
- Not share objects such as whiteboard pens etc - the Consultant will provide their own
- Training or discussions will be one-to-one or one-to-few as approved by the client - no large group training
- Where meetings, discussions, or training with personnel is required these will be held in either:
 - A large meeting room where social distancing of 2 metres can be maintained
 - At the Gemba where social distancing of 2 metres can be maintained, or less with approval
- Process observations and analysis will be achieved through a combination of direct observation and key person Q&A as noted above

Personal Protective Equipment

- Simply Lean will provide their own PPE if required by each client and will comprise:
 - Protective face mask, Protective gloves, Hand sanitiser, and any other items as required by the client

Confidentiality

- As always Simply Lean will maintain confidentiality of all client Intellectual Property, Processes, Systems, Health and Safety Procedures and outcomes.
- Only the client name, contact details, and visits by Simply Lean over the previous 14 days will be released to upcoming clients in order to complete the Personal Health Declaration as noted above.