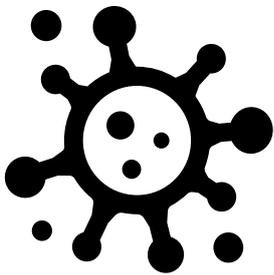
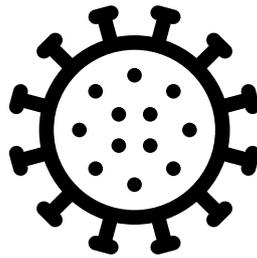
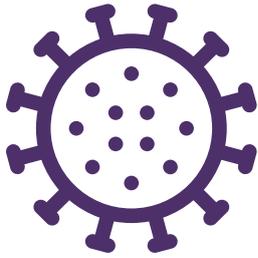


SURVEYING SAFELY

Return to work

Covid-19 (Coronavirus) Protocols



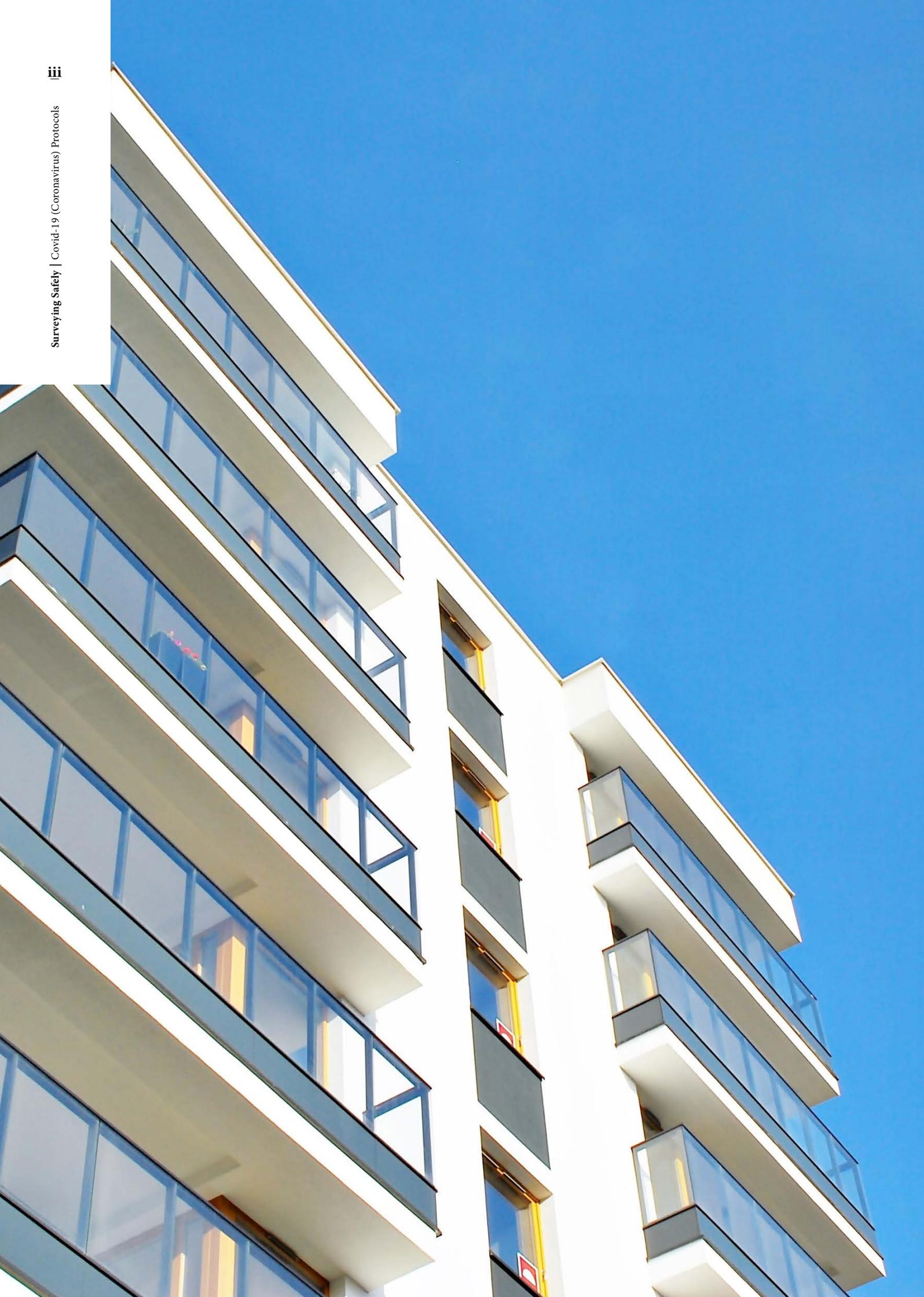
Surveying Safely

Covid-19 (Coronavirus) Protocols



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SCSI Guidance Notes

Definition and scope

An SCSI guidance note is a professional or personal standard for the purposes of SCSI Rules of Conduct. Guidance notes constitute areas of professional, behavioural, competence and/or technical good practice. SCSI recognises that there may be exceptional circumstances in which it is appropriate for a member to depart from these provisions – in such situations SCSI may require the member to justify their decisions and actions.

Application of these provisions in legal or disciplinary proceedings, the SCSI will take account of relevant guidance notes in deciding whether a member acted professionally, appropriately and with reasonable competence. It is also likely that during any legal proceedings a judge, adjudicator or equivalent may take SCSI guidance notes into account. SCSI recognises that there may be legislative enactments that take precedence over an SCSI guidance note.

Disclaimer

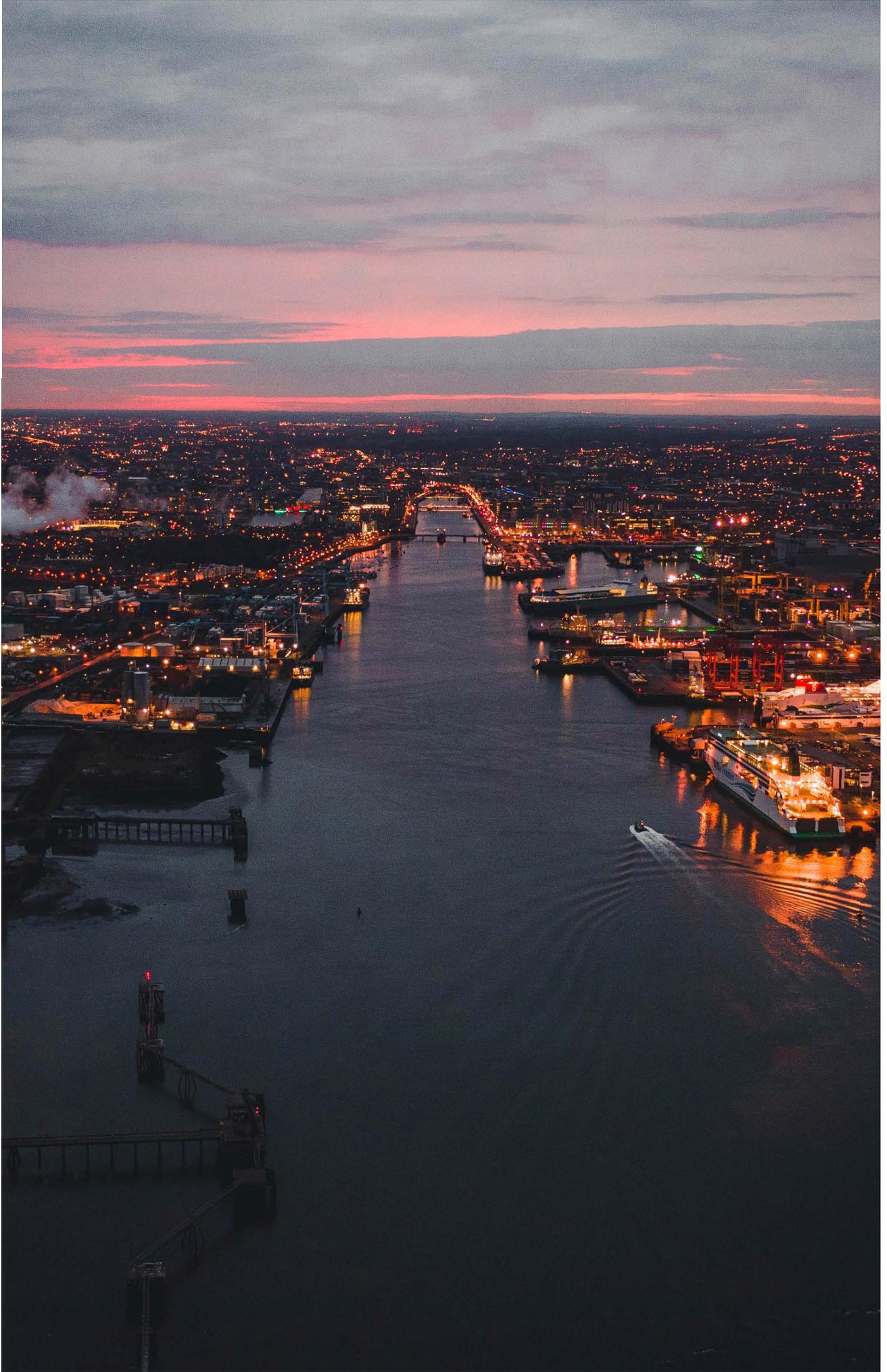
The Society of Chartered Surveyors Ireland (SCSI) has prepared this guidance note as a response to the Covid-19 (Coronavirus) pandemic. It is only to be used when Government restrictions are lifted to allow any such business activity to resume.

The purpose of this note is to inform Surveying professionals involved in construction projects, facility management, planning, property sales, lettings, valuations, land and building inspections, as to how they should approach a resumption to business activity whilst adhering to HSE guidance.

The use of this guidance note is subject strictly to the following:

1. The guidance note is for information purposes only.
2. This note does not take primacy over statutory regulations or official health advice.
3. Therefore, this note should only be read in conjunction with current official advice from government, its agencies and the HSE guidelines.
4. The SCSI will not be liable for any losses (financial or otherwise) (direct or indirect) arising from adoption or implementation of this guidance.
5. This SCSI guidance note insists that each member carries out their own risk assessment of their business activities and this note is only to act as a supplement to the latest official government and HSE advice.
6. SCSI advises that any person/party using this note for their business activities does so whilst taking legal advice to ensure that its applicability is acceptable to each circumstance and SCSI does not accept any liability that this guidance note will ensure full compliance with the latest regulations.

13 May 2020



Introduction

The Covid-19 virus is having a significant global impact on people's health, economies, and the way we live and work. It is impacting on many professionals and trades that we deal with every day. As Surveying professionals whose work involves direct contact with clients and consumers whether in an office or through visits to a site and buildings, the virus is causing significant uncertainty for many, especially as government guidance in many countries evolves daily.

As a response to the changing landscape, the SCSi has developed this guidance for professionals working in this sector in an effort for them to resume some level of business activity when permitted to do so, with some level of comfort that they are doing everything to suppress the further spread of Covid-19. Members responsible for compliance with HSE rules in the office, are reminded to view the HSE website for resources and access to approved Covid-19 notices.

In addition to adhering to current national government advice, HSE guidelines and this SCSi guidance, we recommend that members who are in direct contact with clients and customers through inspections, appraisals, viewings etc. have a clear Response Plan in place for visits or on-site work to ensure the health and safety of all those involved.

In a Response Plan, here are some points worth considering;

- Set out in writing your approach to communicating with clients and customers, explaining the health and safety measures that you are taking during this time and how they can continue to contact you. You should also keep written records of all conversations relating to any changes to services.
- Use technology as best possible to reduce the number of meetings with clients/customers.
- Keep yourself up-to-date of the latest news and guidance on Covid-19 through official HSE platforms such as their dedicated Covid-19 website. Remember that updates can be daily as we learn more about the virus and its impacts on people's health so it's important that you remain informed.
- In your risk assessment/strategy, be particularly conscious of the "At Risk" groups, such as the elderly and also those that are "Cocooning".
- It is also important to establish if clients/customers are displaying Covid-19 symptoms or work in health care or similar high-risk categories.

The purpose of this guidance is to introduce a standard protocol for all inspections and visits to sites and buildings for the purposes of inspections, valuations, property management etc. Whilst every effort was made for this guidance to follow the latest HSE guidelines, the management of Covid-19 is the responsibility of everyone and therefore we all must consider our own site-specific plan to ensure that their activity meets HSE rules and Government Protocols.

Reminder of HSE Guidelines

(Hygiene Rules) - Help everyone to limit the spread of the Virus

Do

Wash your hands properly and often.

Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.

Put used tissues into a bin and wash your hands.

Clean and disinfect frequently touched objects and surfaces.

Don't

Touch your eyes, nose or mouth if your hands are not clean.

Share objects that touch your mouth – for example, bottles, cups.



Wash your hands properly and often
You should wash your hands:

after coughing or sneezing

before and after eating

before and after preparing food

if you were in contact with someone who has a fever or respiratory symptoms (*cough, shortness of breath, difficulty breathing*)

before and after being on public transport, if you must use it

before and after being in a crowd (especially an indoor crowd)

upon arriving and leaving buildings including your home or anyone else's home

if you have handled animals or animal waste

before having a cigarette or vaping

if your hands are dirty

after toilet use



Building & Site Inspections

The purpose of this section is for any construction Surveyor carrying out an internal and/or external inspection of a site or building. The Protocols should be considered in line with an overarching risk assessment carried out by the Surveyor, where appropriate.

Surveyors with responsibilities relating to project management, project monitoring or site supervisory should provide an entire risk assessment for the site including that of Covid-19 noting HSE rules.

The Surveyor must make themselves aware of Government Protocols, namely the [Return to Work Safely Protocol](#) and other industry Protocol documents and rules in use. The [Construction Industry Federation](#) guidance aims to have a standardized approach to the Covid 19 response and should be referred to in line with this Protocol for inspections. Some site management teams may require visitors to complete the CIF online Covid-19 safety course <https://ciftraining.ie/>.

Other guidance documents to refer to before inspections include;

Royal Institution of Architects of Ireland
– [Post Covid 19 Protocols](#)

Association of Consulting Engineers of Ireland
– [Site inspections](#)

Health and Safety Authority Guidance
– [Covid-19](#)

What to prepare prior to arranging a building or site inspection?

- For occupied buildings, both residential and commercial, confirm whether the occupier is “cocooning” or in an At Risk category and if so, identify any additional precautionary measures that may be required. Confirm whether the occupier has returned from travel abroad or has had symptoms of Covid-19 over the last 14 days. If so, the Surveyor should not proceed to provide an inspection for a minimum of 14 days thereafter.
- In the case of building inspections, agree whether the property will be vacant at time of inspection. This will assist with social distancing requirements.
- Arrange for the site /property to be opened in advance or on arrival.
- Where the property is occupied, physical distancing must be adhered to.
- Provide digital reports including minutes and refrain as best as possible from providing hard-copies of reports.
- Inform the owner that the Surveyor may need to check aspects of the property which will require moving and touching the fabric of the building and its contents. Ensure this operation is carried out with agreement whilst adhering to best practice i.e. washing hands, use of clean gloves and consider use of additional PPE equipment.
- Consider, with agreement of owner, sanitization of the main touch points in a building during an inspection (e.g. doors/windows/switches).
- Deal with answering questions outside the property, whilst observing 2m distance.

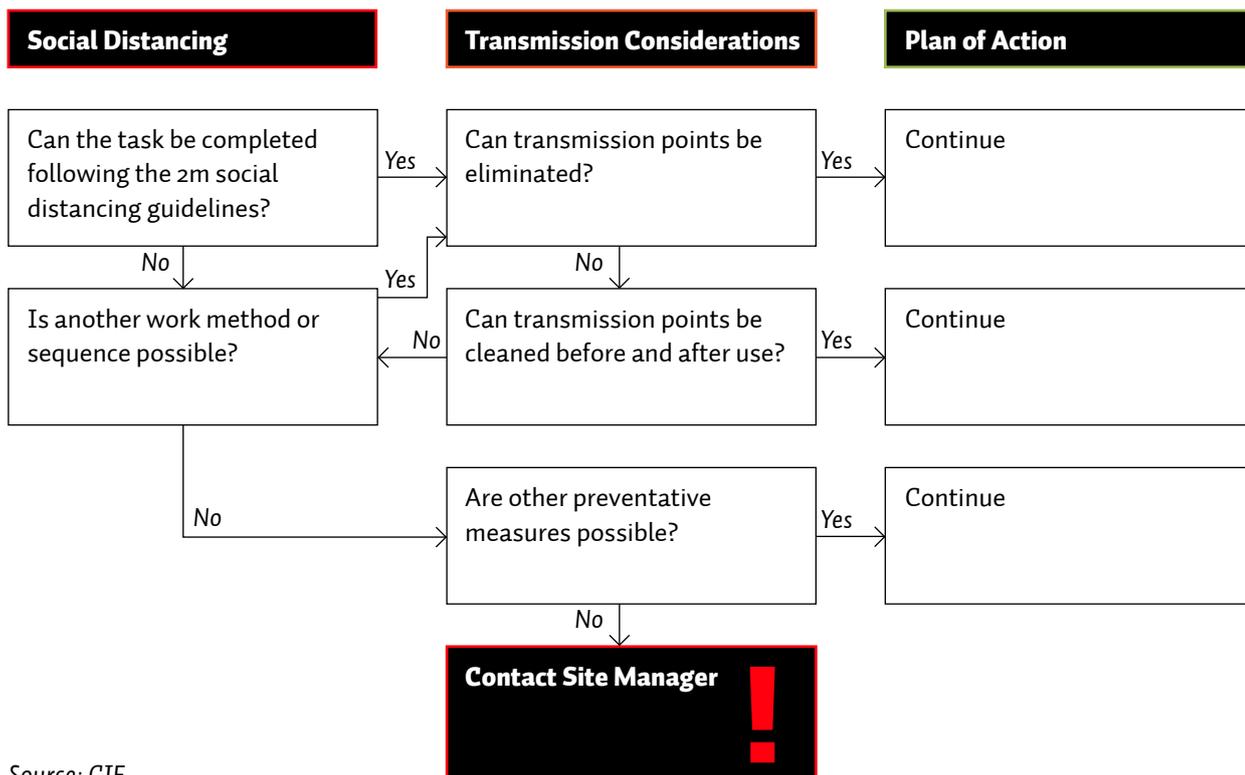
Meetings at Construction sites

- Confirm with the site management team in advance of your arrival to ensure that your attendance is in compliance with any site-specific entry rules.
- If you are managing a site meeting, try to arrange online meetings in the first instance.
- If physical meetings are necessary, arrange in advance suitable accommodation. Observe physical distancing rules and apply physical distancing measures to ensure compliance with meeting participants.



Covid-19 – Risk Mitigation - Flowchart for Tasks on Construction Sites

The flow chart below is provided to assist in the review of work processes with social distancing in mind.



Guidance for the Workplace

Employers and Employees should make themselves aware of the Return to Work Safely Protocols issued by Government. This document sets out responsibilities and duties to be adhered to by staff and employers to ensure that the return to work easing of restrictions is being carried out in a way to reduce the further spread of the virus.



Employers and Employees should make themselves aware of the Return to Work Safely Protocols issued by Government

Some key measures of the Government Protocols – Return to Work Safely

- An employer should appoint at least one lead worker representative whose role is to work collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of Covid -19
- **In advance of returning to work, employers should:**
 - develop and/or update a business Covid-19 Response Plan.
 - update their occupational health and safety risk assessments and safety statement.
 - address the level(s) of risk associated with various workplaces and work activities in the Covid-19 business plans and Occupational Health and Safety (OHS) risk assessments. For example, where, how and to what sources of Covid-19 might workers be exposed, including the general public, customers, co-workers etc.
 - take into account worker’s individual risk factors (e.g. older workers, presence of underlying medical conditions etc.).
 - include in the plan a response plan to deal with a suspected case of Covid-19.
 - include the controls necessary to address the risks identified.
 - include contingency measures to address increased rates of worker absenteeism, implementation of the measures necessary to reduce the spread of Covid-19, changing work patterns etc.
 - develop plans in consultation with workers and communicate once finalised.
 - Provide for instances where it is not possible to keep 2 metres apart.

Develop or amend policies and procedures for prompt identification and isolation of workers who may have symptoms of Covid-19, as appropriate.

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues, customers or others at the workplace.

Employers will:

- keep a log of contact/group work to facilitate contact tracing.
- inform workers and others of the purpose of the log.
- display information on signs and symptoms of Covid-19.
- provide up to date information on the Public Health advice issued by the HSE and Gov.ie.
- provide instruction for workers to follow if they develop signs and symptoms of Covid-19 during work.

Workers will:

make themselves aware of the signs and symptoms of Covid-19 and monitor their own wellbeing.

self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms.

report to managers immediately if any symptoms develop during the shift.





Employees

All businesses will need to consider occupancy density requirements so as to ensure physical distancing measures are obtainable. While many office workers have transitioned to working from home, some individuals due to the nature of their work, may be unable to work remotely for a variety of reasons. Some of these individuals may still be going to the office or will be some of the first staff to return. Members should consider engaging with staff and/or their various department's to identify and prioritise essential staff (if not already done). Space requirements for essential staff members in the office can then be weighted against other factors. Ultimately, all of this information can be applied to a phased plan for re-entering the office.

Office seating/desks

Reconsider the use of hot desking for larger businesses that may have this in place. Hot desking operates on a first-come basis and with Covid-19, cleanliness and sanitization for alternating users should be a high priority to avoid cross contamination. To reduce the spread of germs, plans to phase employees back into these environments may involve dedicating seats to individuals for a set period. If alternating the occupants assigned to each desk on different days or weeks, clearly communicating the plan with cleaning services and staff will be paramount for instilling confidence.

Consider checks for visitors attending the office

In order to reduce as best possible, the spread of the virus, firms should introduce a screening protocol for all employees and visitors entering the building. Some key questions will range from travel-related questions to health symptoms of the virus. Entry to the building should only be allowed if the responses do not indicate any further risk to the person or its occupants.

Factors to consider for a safe return to the office;

- Training should be given by employers to all employees on Covid-19 HSE guidelines especially on, social distancing, no hand shaking or personal contact, hand washing, cough and sneezing into the elbow and the use of hand sanitiser.
- An itemised contact point list e.g. door handles, toilet flush handles must be clearly noted on a cleaning record sheet to be prominently displayed in the office to show cleaning record.
- Physical distancing should be arranged in the office between desks and working areas, employees should be at least 2 metres apart.
- Office meetings where at all possible should be conducted online and where meetings are office based, social distancing must be observed.
- Consideration also required for other areas such as staff canteens so that physical distancing is observed i.e. tables, coffee machines etc.
- If employees are to queue at machines like printers, coffee machines, or faxes there should be 2 metre ground markings so physical distancing takes place. At these machines there should be anti-bacterial wipes, and hand sanitiser freely available and should be used by each employee. Anti-bacterial wipes should also be provided and used by employees to clean down common phone dials and machine keyboards when finished.
- Hand sanitiser should be freely available at set points throughout the office for the use by employees and Covid-19 HSE Guidelines must be prominently displayed.
- Signage erectors must understand and abide by Covid-19 HSE guidelines and adhere to social distancing protocol. Any necessary dealings with clients should be conducted by telephone. If access is required through closed or electric gates, they should be wiped clean with a sterilised wipe on entry and on departure.

Visitors to the Office

- Attendance at agent's office must be by appointment only.
- Visitors admitted in accordance with social distancing guidelines. Covid-19 HSE guidelines must be prominently displayed in the reception area of the office and hand sanitiser and bacterial wipes must be available.
- Ground markings should be in place for visitors standing at counter areas.
- If clients visit a private office the office should always be capable of catering for social distancing.
- Arrangement for signing of official documentation relating to property services should be conducted online or by appointment only where social distancing can be observed.



Template Forms

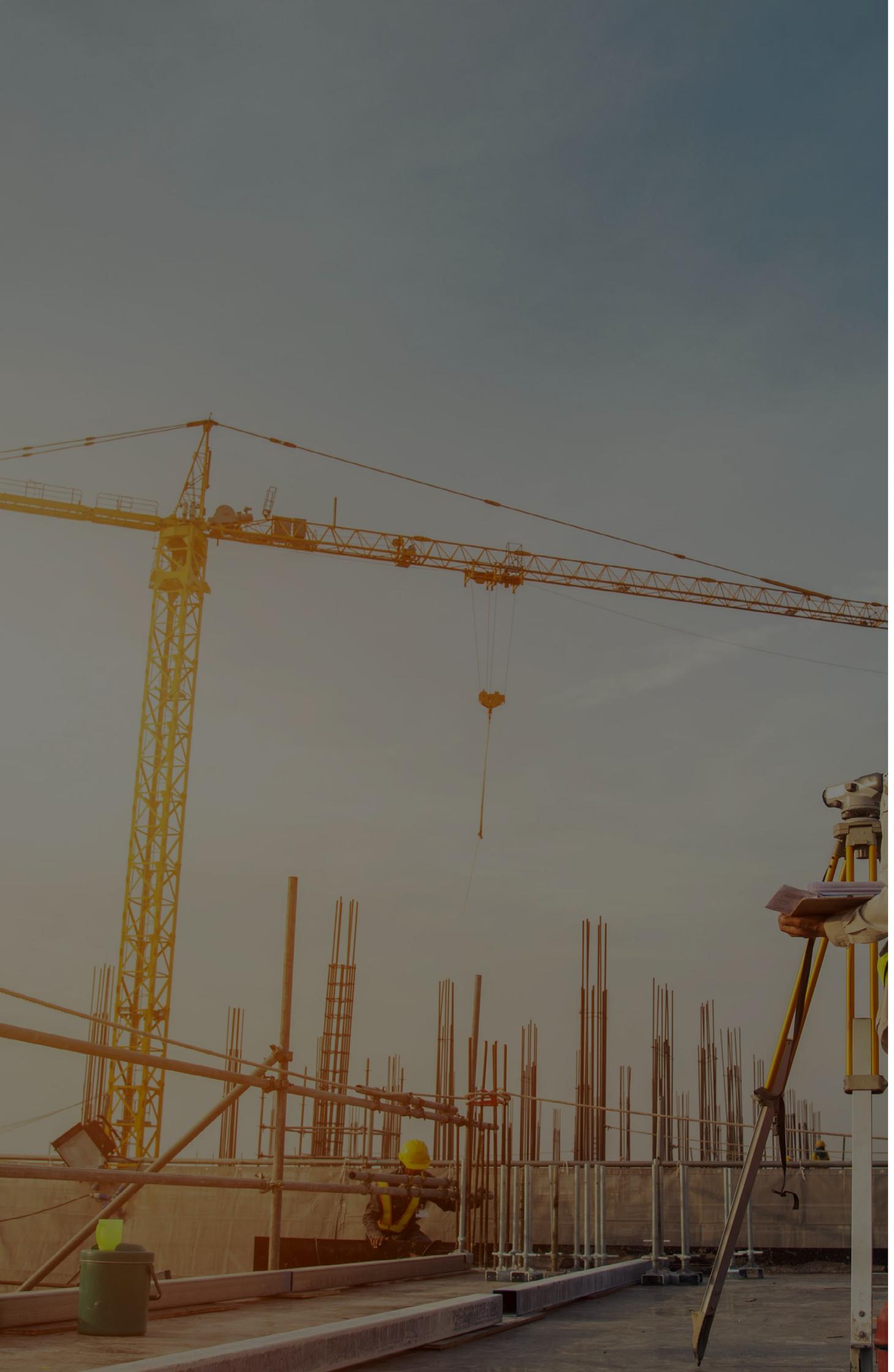
Employee Covid-19 Safety Checklist

This checklist is to help you remember to follow safe practices during this crisis. Please keep it at your work station or desk and fill it out daily.

Name: _____

Job Title: _____

	Initial	
	Yes	No
<p>1. Before coming to work today, am I experiencing flu-like symptoms (e.g. fever, headache, body aches, cough, difficulty breathing)? <i>If Yes, do not come to work. Let us know you are not feeling well. Contact your health care provider immediately.</i> <i>If Yes and you did come to work or if you feel ill during the day, contact your health care provider immediately and notify HR or your supervisor.</i></p>		
<p>2. Am I washing my hands frequently enough (before and after breaks, lunch, meetings, or using the bathroom)? Wash for at least 20 seconds each time in accordance with HSE guidelines.</p>		
<p>3. Are hand sanitizer and/or sanitizing wipes available in my workplace? Am I using them when entering and when leaving my work area? If sanitizer or wipes are out, notify your Supervisor or HR immediately.</p>		
<p>4. Do I have the proper protective equipment, PPE (mask, gloves, safety glasses or safety shield)? Is my equipment clean?</p>		
<p>5. Am I disposing of my used masks and gloves in designated waste bins?</p>		
<p>6. Am I practicing 2 metre distancing in my work area, during lunch and breaks, and when I enter and leave the workplace?</p>		
<p>7. Have I wiped down company phones before and after use?</p>		
<p>8. Is there anyone in the building I am not sure should be here? If Yes, immediately notify your supervisor.</p>		
<p>9. Did I put my work coat in the laundry bin at the end of the work day? Signature: _____ Date _____</p>		





Surveying Safely

Covid 19 (Coronavirus) Protocols

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