

Inventory Providers - Review of Protocols Moving Out Of Lockdown.

Example: Inventory Providers - Review of protocols

Step 1 - 29th March

Key Changes	Current protocols	New protocols from 29th March
Social Contact Rule of 6 outdoors / Household only indoors	<ul style="list-style-type: none"> • No tenants to accompany clerk at check out • No other person(s) to be in the property during report • In person interim inspections suspended • Social distancing to be maintained (2metre) or 1 metre with PPE • Keys to be sanitised at collection/return • PPE to be used at all times when collecting keys/within the property • 72 hours between property visit and last occupancy 	<ul style="list-style-type: none"> • No change
Travel Stay at home / minimum travel	<ul style="list-style-type: none"> • Clerks to operate within travel restrictions • Only necessary work related travel 	<ul style="list-style-type: none"> • No change

1. Ensure that current protocols are clear and communicated in a timely manner to clients, landlords and tenants when booking the check out.
2. Advise clients that, as directed by the government, movement to Step 2 will be under constant review
3. If the 5 week review shows a decrease in infection rates/fatalities then movement to Step 2 is likely but is fully predicated on the government's advice and it is possible that a return to pre Step 1 restrictions is possible.

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Step 2 - 12th April

Key changes	Current protocols	New protocols from 12th April
Social Contact Rule of 6 outdoors / Household only indoors	<ul style="list-style-type: none"> • No tenants to accompany clerk at check out • No other person(s) to be in the property during report • In person interim inspections suspended • Social distancing to be maintained (2metre) or 1 metre with PPE • Keys to be sanitised at collection/return • PPE to be used at all times when collecting keys/within the property • 72 hours between property visit and last occupancy 	<ul style="list-style-type: none"> • No change
Travel No working restrictions Work/domestic overnight stays (household only)	<ul style="list-style-type: none"> • Clerks to operate within travel restrictions • Only necessary work related travel 	<ul style="list-style-type: none"> • Clerks able to move more freely within agreed areas to carry out jobs

1. Ensure that current protocols are clear and communicated in a timely manner to clients, landlords and tenants when booking the check out.
2. Advise clients that, as directed by the government, movement to Step 2 will be under constant review.
3. If the 5 week review shows a decrease in infection rates/fatalities then movement to Step 3 is likely but is fully predicated on the government's advice and it is possible that a return to Step 1 is possible.

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Step 3 - 17th May

Key changes	Current protocols	New protocols from 17th May
<p>Social Contact Max 30 people outdoors Rule of 6 outdoors or two Household indoors (subject to review)</p>	<ul style="list-style-type: none"> • No tenants to accompany clerk at check out • No other person(s) to be in the property during report • In person interim inspections suspended • Social distancing (2metre) or 1 metre with PPE • Keys to be sanitised at collection/return • PPE to be used at all times when collecting keys/within the property • 72 hours between property visit and last occupancy 	<ul style="list-style-type: none"> • Tenants allowed to accompany clerk at check out but kept to min 2 persons • Interim inspections to recommence whilst adhering to government advice/guidelines • Social distancing (2metre) or 1 metre with PPE/no person in the same room as clerk • Keys to be sanitised at collection/return • PPE to be used at all times when collecting keys/within the property • 72 hours between property visit and last occupancy
<p>Travel No working restrictions Work/domestic overnight stays only</p>	<ul style="list-style-type: none"> • Clerks able to move more freely within agreed areas to carry out jobs 	<ul style="list-style-type: none"> • No change

1. Ensure that current protocols are clear and communicated in a timely manner to clients, landlords and tenants when booking the check out.
2. Advise clients that, as directed by the government, movement to Step 3 will be under constant review.
3. If the 5 week review shows a decrease in infection rates/fatalities then movement to Step 4 is likely but is fully predicated on the government's advice and it is possible that a return to Step 1 or 2 is possible.

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Step 4 - 21st June

Key changes	Current protocols	New protocols from 21st June
<p>Social Contact No legal limit for social interactions</p>	<ul style="list-style-type: none"> • Tenants allowed to accompany clerk at check out but kept to min 2 persons • Interim inspections to recommence whilst adhering to government advice/guidelines • Social distancing (2metre) or 1 metre with PPE/no person in the same room as clerk • Keys to be sanitised at collection/return • PPE to be used at all times when collecting keys/within the property • 72 hours between property visit and last occupancy 	<ul style="list-style-type: none"> • Tenants allowed to accompany clerk at check out • Interim inspections to recommence whilst adhering to government advice/guidelines • Social distancing and PPE to be advised by government guidelines • Keys to be either sanitised at collection/return or return to normal handling • 72 hours between property visit and last occupancy to be directed by government guidelines/advice
<p>Travel No working restrictions Domestic overnight stays allowed International travel allowed</p>	<ul style="list-style-type: none"> • No change 	<ul style="list-style-type: none"> • No change

1. Ensure that current protocols are clear and communicated in a timely manner to clients, landlords and tenants when booking the check out.
2. Advise clients that, as directed by the government, movement to Step 4 will be under constant review.
3. If the 5 week review shows a decrease in infection rates/fatalities then movement beyond Step 4 is likely but is fully predicated on the government's advice and it is possible that a return to Step 1, 2 or 3 is possible.