



## **Covid-19 Policy**

Brit-Tek technologies will be implementing the following Covid-19 policy to ensure safe working practices for all employees, sales personnel, and visitors.

All staff have been trained and have a clear understanding on Bri-Tek Covid-19 policy and safe working practices.

Hand sanitisers are placed in the entrance of building and sales office for staff and visitors to use upon entering the building.

Additional sanitisers are available in all offices for staff use.

Staff work areas have been appropriately placed within the 2 meters guidelines for safe working where possible.

Hand washing facilities are available, and all employees are required to wash the hands upon entering the building.

All employees, sales personnel, will be expected to wipe down their work area with antibacterial spray before start and end of working shift.

All areas have been deep cleaned for safe working and will be done on a regular basis.

All visitors must sanitize the hands upon entering the building/sales office.

All visitors will be required to observe 2 meters social distancing policy.

Appropriate signage on observing 2 meters social distancing will be displayed in all areas.

No refreshments or drinks will be offered to any visitors.

All door handles should be cleaned with antibacterial spray once visitor(s) have left the building to avoid any contamination by the relevant personnel.

This policy will be updated in accordance with government guidelines.

Mohamed Hanslod

CEO

June 2023

