



Freedom of Speech Ltd

18 March 2020

CORONAVIRUS GUIDANCE ON DELIVERY AND PERFORMANCE OF CONTRACTS

Freedom of Speech Ltd is keen to reduce the spread of the Coronavirus (COVID-19) whilst ensuring our service delivery continues to run as normally as possible.

In light of unfolding events around COVID-19 the below guidance is provided by Freedom of Speech Ltd on how contracts with suppliers are to be managed during this challenging period.

In support of this guidance it should be read in conjunction with the latest Government advice which can be found via the www.gov.uk website:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Regular updates are provided and as such this advice should be checked frequently.

In delivery of contracts suitable due consideration should be taken for service users, those employed on the contract and other third parties. This would include ensuring all necessary personnel are aware of the symptoms associated with COVID-19, including high temperature / fever and persistent cough.

Accordingly, consideration must be taken as to whether the contract should for a period of time be adjusted in how it is delivered. This would include but not be limited to:

- Being performed in a different way, e.g. remote access as opposed to direct face to face delivery;
- Delayed delivery until any reduction on current risk levels associated with the current outbreak;
- Reprioritising delivery to maintain performance, for example, service delivery to high risk basis vulnerable client groups;
- Changes in timing for example providing the service in a time which minimises contact with others;
- Performing or undertaking the delivery of the service at a different location, for example off site / working from home;
- Limiting delivery, for example, limiting to urgent / essential work or cases in order to maintain ongoing essential service delivery or maintenance of key infrastructure.

In making such decisions on how to proceed wider implications must be taken into account.



Where service provision is required then the following should be observed:

- Where possible care should be taken to avoid direct contact with end users or other third parties;
- Where likely close or direct contact with end users or others is inevitable, such as caring for vulnerable persons, then suitable protection with Personal Protective Equipment (PPE) must be used;
- Maintaining good hygiene will be essential within the workforce, including necessary use of handwashing, disinfectants and sanitisation – as directed by NHS / Government guidance.