



Dear Licence Holder

This guidance supersedes the guidance notice which issued on the 28th March 2020. The purpose of this notice is to provide guidance to PSA licensed contractors and their employees on the [Government's Roadmap](#) for reopening society and business. Contractors should also take note of the Government's *Return to Work Safely Protocol*, a copy of which can be found [here](#).

The Roadmap is guided by a number of over-riding principles. That is, an approach which is:-

- Safe –informed and guided by a public health assessment of risk
- Rational - includes consideration of the social and economic benefits and impacts of any modifications of restrictions and their feasibility
- Evidence-informed – uses all of the data and research available to us to guide thinking
- Fair – Ethical and respects human dignity, autonomy and supports equality
- Open and transparent – decisions are clear, well communicated and subject to the necessary checks and balances
- Whole of Society - based on the concept of solidarity and supporting cohesion as we exit over time

The Roadmap outlines five phases and the triggers which will allow us move from one phase to another. The phases are as follows.

Phase 1	18th May
Phase 2	8th June
Phase 3	29th June
Phase 4	20th July
Phase 5	10th August

It is important to remember that moving from one phase to the next will only be possible if certain public health barometers are met. You should consult the Government's Roadmap for information on the transition from one phase to the next.

The PSA considers the Roadmap to apply to security services as follows:

	Electronic Security Sectors (Access Control/CCTV /Intruder Alarm)	Locksmith	Private Investigator	Door Supervisor and Event Security	Cash In Transit	Security Guarding	Alarm and CCTV Monitoring
Phase 1 (18 May)	<p>Retail outlets may reopen. Retailers to develop plan for safe operation and protection of staff and customers considering:</p> <ul style="list-style-type: none"> • Social distancing compliance • Hygiene and cleaning • Compliance in higher risk situations • Extended opening hours to enable social distancing <p>Contractors may work on construction projects.</p>	<p>Retail outlets may reopen. Retailers to develop plan for safe operation and protection of staff and customers considering:</p> <ul style="list-style-type: none"> • Social distancing compliance • Hygiene and cleaning • Compliance in higher risk situations • Extended opening hours to enable social distancing <p>Locksmiths may work on construction projects.</p>	<p>Limited outdoor work may commence. Private Investigators may undertake surveillance work provided they operate alone and do not engage with the public or any other person.</p>	<p>Door Supervisor and Event Security services are not permitted during this phase.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>

	<p>For all other work, contractors will continue to operate in accordance with the pre-Roadmap guidance. That involves installing or repairing access control systems, CCTV systems and intruder alarms at premises providing essential services or premises closed to the public. Contractors may also respond to emergency call outs</p> <p>No other work is permitted.</p>	<p>For all other work, locksmiths will continue to operate in accordance with the pre-Roadmap guidance. That involves installing or repairing locks at premises providing essential services or premises closed to the public. Locksmiths may also respond to emergency call outs.</p> <p>No other work is permitted.</p>					
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	Electronic Security Sectors (Access Control/CCTV /Intruder Alarm)	Locksmith	Private Investigator	Door Supervisor and Event Security	Cash In Transit	Security Guarding	Alarm and CCTV Monitoring
Phase 2 (8 June)	<p>Phase 1 requirements.</p> <p>In addition, contractors may install, maintain, service or repair access control systems, CCTV systems and intruder alarms at commercial premises open to the public provided social distancing requirements are maintained. A 2 metre social distancing zone must be maintained at all time. Notices shall be displayed advising that work is being undertaken.</p> <p>No other work is permitted.</p>	<p>Phase 1 requirements.</p> <p>In addition, locksmith may install, maintain, service or repair systems at commercial premises open to the public provided social distancing requirements are maintained. A 2 metre social distancing zone must be maintained at all time. Notices shall be displayed advising that work is being undertaken.</p> <p>No other work is permitted.</p>	<p>Phase 1 requirements.</p> <p>No other work is permitted.</p>	<p>Door Supervisor and Event Security services are not permitted during this phase.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>

	Electronic Security Sectors	Locksmith	Private Investigator	Door Supervisor and Event Security	Cash In Transit	Security Guarding	Alarm and CCTV Monitoring
Phase 3 (29 June)	<p>Phase 1 and Phase 2 requirements.</p> <p>In addition, contractors may install, maintain, service or repair access control systems, CCTV systems and intruder alarms at domestic premises provided social distancing requirements are maintained.</p> <p>Contractors should conduct a risk assessment with the householder in advance of the work detailing how social distancing shall be maintained while the service is being provided. The contractor shall maintain a copy of the risk assessment for inspection by the PSA and certification bodies.</p>	<p>Phase 1 and Phase 2 requirements.</p> <p>In addition, locksmiths may install, maintain, service or repair systems at domestic premises provided social distancing requirements are maintained.</p> <p>Locksmiths should conduct a risk assessment with the householder in advance of the work detailing how social distancing shall be maintained while the service is being provided. The locksmith shall maintain a copy of the risk assessment for inspection by the PSA and certification bodies.</p>	<p>Phase 1 requirements.</p> <p>Private Investigators may resume normal services provided social distancing can be maintained.</p>	<p>Door Supervisor may provide services to cafes, restaurants and other licensed premises that are open.</p> <p>Event Security services are not permitted during this phase.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>	<p>Will continue to operate in accordance with pre-Roadmap guidance.</p>

	Electronic Security Sectors (Access Control/CCTV /Intruder Alarm)	Locksmith	Private Investigator	Door Supervisor and Event Security	Cash In Transit	Security Guarding	Alarm and CCTV Monitoring
Phase 4 (20 July)	Phase 1, 2 and 3 requirements.	Phase 1, 2 and 3 requirements.	Phase 1 and 3 requirements.	Phase 3 requirements. Event Security may be provided where required to support cultural or sporting events.	Will continue to operate in accordance with pre-Roadmap guidance.	Will continue to operate in accordance with pre-Roadmap guidance.	Will continue to operate in accordance with pre-Roadmap guidance.
	Electronic Security Sectors (Access Control/CCTV /Intruder Alarm)	Locksmith	Private Investigator	Door Supervisor and Event Security	Cash In Transit	Security Guarding	Alarm and CCTV Monitoring
Phase 5 (10 Aug)	Phase 1, 2 and 3 requirements.	Phase 1, 2 and 3 requirements.	Phase 1 and 3 requirements.	Phase 3 and 4 requirements.	Will continue to operate in accordance with pre-Roadmap guidance.	Will continue to operate in accordance with pre-Roadmap guidance.	Will continue to operate in accordance with pre-Roadmap guidance.

Through all phases and in all instances contractors should ensure that they and their employee maintain social distancing between customers and employees, thereby limiting the transmission rate and protecting the capacity of the health system to cope with any increase in disease. Every effort should be made to limit person to person contact and the time spent in contact.

Situations where employees move from one location to another should be viewed as high risk situations. Where such situations arise, cleaning and hygiene facilities should be in place for employees and equipment before entering a new location.

Contractors and their employees will now be operating in a new environment. With this in mind contractors should remember their statutory obligations under the standards prescribed for PSA licensing. Contractors should consider the following.

1. Has a risk assessment being carried out on the activities of the contractor and employees since the advent of COVID-19 in Ireland?
2. Has the contractor identified and delivered appropriate training needs for employees who may have to deal with COVID-19 issues?
3. Are there clear lines of communication for employees and customers clarifying the procedures, processes and policies in relation to the provision of private security services by contractors during these exceptional circumstances?
4. Has information training being provided to employees on the use of personal protection equipment (PPE) and medical equipment where relevant (e.g. thermometers, disposable gloves, masks, disinfectants)?
5. If there is a disruption to business is there a contingency plan in place so that any impact would be minimal?

In the weeks and months ahead you should continue to pay attention to the latest public health guidance and follow any instructions issued.

The PSA will issue further information if there are any changes to this guidance.

We will not respond to individual requests for clarification. If further clarification is required this will be done by another guidance notice to all licence holders.

Regards

Paul

Paul Scallan
Chief Executive