

Coronavirus (COVID-19)

Advice for employees

This memo is based on up to date information as of 13th March 2020 in relation to the spread of Coronavirus and preventative measures which can be taken.

Latest Government updates and advice:

The Government is publishing daily updates on cases in the UK and advice. This can be accessed here:

Number of cases and general advice:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Stay at home advice – main advice for people exhibiting symptoms (published 12th March 2020):

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

Travelling advice

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus#returning-to-the-uk>

What to do if you are exhibiting symptoms?

You must follow the Stay at Home Guidance at the link above. Primarily this is that you should self-isolate at home for at least 7 days if you have:

- A high temperature
- A new continuous cough

Travelling

Before travelling abroad all employees, workers and contractors should check the current guidance. If you are travelling to a high-risk area, then you must notify the Company of this.

The Company recommends that you do not travel unless essential.

Returning from high-risk areas

If you travel to a high-risk area, then on your return you must follow government guidance on self-isolation.

Where possible the Company will implement a home working arrangement for employees who must self-isolate, however where this is possible then absence from work will be deemed to be on the grounds of health and pay will be paid accordingly.

The Company may request that an employee self-isolate as a precautionary measure even though this is not in accordance with government advice. In such cases a working from home arrangement will be implemented where possible; if it is not possible then the employee may be suspended on pay for health and safety reasons. Such action is not a disciplinary sanction and is purely in the interests of public health.

What to do if you suspect you have contracted Coronavirus or been in contact with someone who has Coronavirus?

Firstly, you should follow the guidance below which is taken from [NHS UK](#). You should also notify your manager promptly and await further instruction on whether or not you should attend work.

Guidance on preventing the spread of Coronavirus

Symptoms of Coronavirus

The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness.

The symptoms are similar to other illnesses that are much more common, such as cold and flu.

How coronavirus is spread

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person.

Similar viruses are spread in cough droplets.

It's very unlikely it can be spread through things like packages or food. Viruses like coronavirus cannot live outside the body for very long.

Do I need to avoid public places?

Most people can continue to go to work, school and other public places.

You only need to stay away from public places (self-isolate) if advised to under the Stay at Home Guidance, by the 111 online coronavirus service or a medical professional.

How to avoid catching or spreading germs

There are things you can do to help stop viruses like coronavirus spreading.

Do

- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin immediately
- ✓ wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available
- ✓ try to avoid close contact with people who are unwell

Don't

- ❖ do not touch your eyes, nose or mouth if your hands are not clean

Check if you need medical help

NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.

Use this service if:

- you think you might have coronavirus

- you've been in close contact with someone with coronavirus

Do not go to a GP surgery, pharmacy or hospital. Call 111 if you need to speak to someone.