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COVID-19 Instruction for Employees

COVID-19 Return to Work post Lockdown



Instructions for Employees

Produced by Peopletime

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1.0 INTRODUCTION

COVID-19 is a new illness that can affect the lungs and airways. It's caused by a virus called coronavirus.

The outbreak of Coronavirus Disease 2019 (COVID-19) has evolved rapidly. Exposure to COVID-19 is a public health risk which affects all persons subsequently the COVID-19 pandemic has implications for our workplaces as it can present a health risk to workers and other persons at our places of work.

2.0 SYMPTOMS

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include: -

- A fever (high temperature - 38 degrees Celsius or above).
- A cough - this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.
- Loss of smell and taste.

Other symptoms include: -

- Fatigue (common).
- Aches and pains (common).
- Sore throat (sometimes).
- Headaches (sometimes).
- Runny or stuffy nose (sometimes).
- Feeling sick or vomiting (rare).
- Diarrhoea (rare)

Some people infected with the virus, so called asymptomatic cases, have experienced **no symptoms at all**.

3.0 SPREAD

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.



4.0 PARTICULARLY AT RISK PERSONS

There are certain persons who are particularly at risk from COVID-19; this group includes those who are:

- Are aged 70 or older (regardless of medical conditions).
- Are aged under 70 with an underlying health condition listed below i.e. anyone instructed to get a flu jab as an adult each year on medical grounds for:
 - ▶ Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis.
 - ▶ Chronic heart disease, such as heart failure.
 - ▶ Chronic kidney disease.
 - ▶ Chronic liver disease, such as hepatitis.
 - ▶ Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy.
 - ▶ Diabetes.
 - ▶ Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed.
 - ▶ A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy.
 - ▶ Being seriously overweight (a body mass index (BMI) of 40 or above)
- Those who are pregnant.

The company will put in place any necessary additional control measures to further protect vulnerable persons. **If you fall into this category then inform your line manager.**

5.0 PREVENTION

Current Government Guidance: **STAY ALERT**

We can all help control the virus if we all stay alert. This means you must:

- Stay at home as much as possible.
- Work from home if you can.
- Limit contact with other people.
- Keep your distance if you go out (2 metres apart where possible).
- Wash your hands regularly.

Do not leave home if you or anyone in your household has symptoms.

Good Occupational Hygiene and hand washing

Good hygiene and washing your hands properly and often will help to stop the spread of coronavirus.

Follow this advice as strictly as possible and encourage others to do this too.



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Prevention

What should I do to prevent catching and spreading the virus?



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



If you don't have a tissue use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

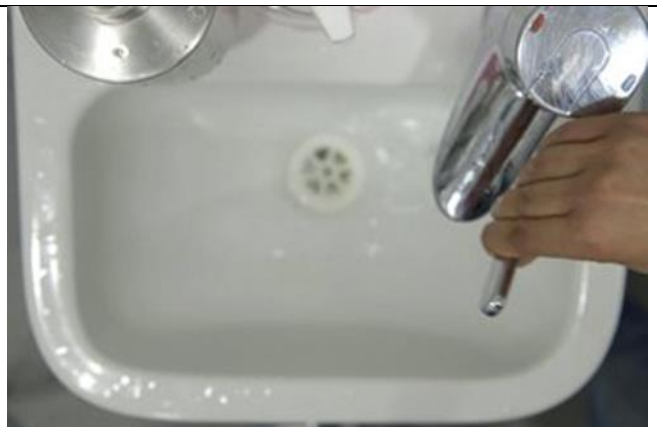
Handwashing

Washing your hands properly:

- Removes dirt, viruses and bacteria to stop them spreading to other people and objects, which can spread illnesses.
- Can help stop people picking up infections and spreading them to others.

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds)

1. Wet your hands with water.



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<p>2. Apply enough soap to cover your hands.</p>	
<p>3. Rub your hands together.</p>	
<p>4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.</p>	
<p>5. Rub your hands together and clean in between your fingers.</p>	



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6. Rub the back of your fingers against your palms.



7. Rub your thumb using your other hand. Do the same with the other thumb.





8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.



9. Rinse your hands with water.



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<p>10. Dry your hands completely with a disposable towel.</p>	
<p>11. Use the disposable towel to turn off the tap.</p>	

If you do not have immediate access to soap and water then use alcohol-based handrub if available.

When Should you Wash your Hands?

- After coughing or sneezing.
- Before and after eating.
- Before and after preparing food.
- If you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing).
- Before and after being on public transport, if you must use it.
- Before and after being in a crowd (especially an indoor crowd).
- When you arrive and leave buildings including your home or anyone else's home.
- If you have handled animals or animal waste.
- Before having a cigarette or vaping.
- If your hands are dirty.
- After toilet use.

Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is OK.

Social Distancing



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Social distancing is important to help slow the spread of coronavirus. It does this by minimising contact between potentially infected individuals and healthy individuals.

You should: -

- keep a space of 2 metres (6.5 feet) between you and other people
- avoid any crowded places
- not shake hands or make close contact with other people, if possible

Self-Isolation

If you display any COVID-19 signs or symptoms You must self-isolate at home for 7 days. After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone.

If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

If you have coronavirus (COVID-19) symptoms:

- Do not go to a GP surgery, pharmacy or hospital.
- You do not need to contact 111 to tell them you're staying at home.
- Testing for coronavirus (COVID-19) is not needed if you're staying at home.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the [NHS 111 online](#) coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

Workplace Control Measures

Comply with any measures that are implemented at the workplace in order to reduce the risk of persons contracting the virus.