

24/03/2020

Coronavirus Advice - General

To reduce the spread of COVID-19 (coronavirus), please take the following general hygiene precautions, as recommended by Public Health England (PHE):

- **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 straight away**
- **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**
- **Do not touch your eyes, nose or mouth if your hands are not clean**

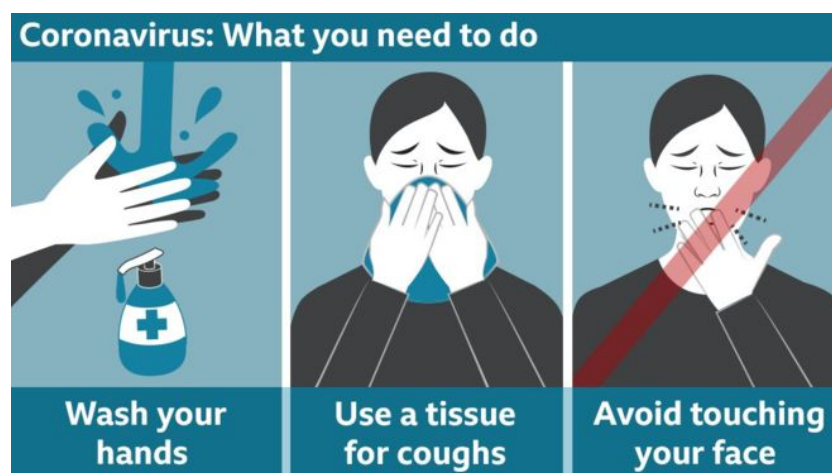
If you are suffering from Coronavirus symptoms, you **must not** come into work. If you develop symptoms at work or come into work showing symptoms, you will be sent home. The most common symptoms are:

- A new continuous cough, and/or
- A temperature

If you live on your own, you should self-isolate for **7 days** from when the symptoms started. If you live with others, the other members of your household must stay at home for **14 days**.

Similarly, if anyone in your household has the above symptoms, you are required to remain at home for **14 days**. Anyone who starts with symptoms during the 14 day self-isolation period must stay at home for **7 days** from the onset of their symptoms. If they feel well after 7 days from the onset of symptoms, they may go about their life as normal.

You do not need to contact your GP or call 111. If your symptoms get worse, you should use the NHS 111 online coronavirus service.





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Coronavirus Advice - Workplace

1. ALL MEETINGS HAVE BEEN CANCELLED UNTIL FURTHER NOTICE.
2. IT IS IMPORTANT THAT YOU MAINTAIN SOCIAL DISTANCING. THIS MEANS STAYING A MINIMUM OF 2 METERS (6.5 FEET) AWAY FROM OTHER PEOPLE.
3. DURING LUNCH BREAKS, YOU ARE ADVISED TO TAKE YOUR LUNCH IN CONSIDERATION OF THE SOCIAL DISTANCING RULE. THE KITCHENS WILL BE RESTRICTED TO THREE PEOPLE AT ANY ONE TIME.
4. PLEASE KEEP VISITS TO OTHER WORK AREAS TO AN ABSOLUTE MINIMUM. IF YOU CAN COMMUNICATE BY TELEPHONE / E-MAIL, PLEASE DO SO.
5. ENSURE ALL CONTRACTORS VISITS TO SITE ARE KEPT TO A MINIMUM. ONLY ESSENTIAL CONTRACTOR VISITS WILL BE ALLOWED. PRIOR TO A CONTRACTOR VISITING SITE, APPROVAL IS REQUIRED TO BE SOUGHT FROM STEVE YORKE-ROBINSON OR MARK COOPER.
6. IF YOU FEEL YOU HAVE A TEMPERATURE, A THERMOMETER IS AVAILABLE IN THE MAIN OFFICE TO PERFORM A TEMPERATURE SELF-CHECK. PLEASE REPORT YOUR TEMPERATURE READING TO STEVE (NOTE: A HIGH TEMPERATURE IS CONSIDERED 37.8°C AND ABOVE). IF YOU HAVE A HIGH TEMPERATURE YOU WILL BE SENT HOME.
7. PEOPLE WHO ARE ABLE TO DO SO SHOULD WORK FROM HOME. PEOPLE WHO CANNOT WORK FROM HOME MAY ATTEND WORK (TAKING INTO ACCOUNT THE CONSIDERATIONS IN THE 'CORONAVIRUS ADVICE – GENERAL' SECTION).
8. PLEASE KEEP YOUR WORK AREA AS CLEAN AS POSSIBLE AND PUT ALL USED CROCKERY IN THE DISHWASHER TO BE WASHED.