

## ToolBox Talk: **Coronavirus (2019-nCoV): Advice for Employees**



**SITK Ltd t/a/Safety is the Key**

2 Palace Green Croydon CR0 9AG

T: 020 8406 5039 E:

infoa@safetyisthekey.co.uk

Date: 27<sup>th</sup> March 2020  
(V1)

Related industries:

All employees in all workplaces in the UK

### GOV.UK ALERT CORONAVIRUS

**New rules in force now: you must stay at home. More info and exemptions at [gov.uk/coronavirus](https://www.gov.uk/coronavirus) Stay at home. Protect the NHS. Save lives.**

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

This is currently a national health crisis involving a new disease and the government has, as of the 24<sup>th</sup> March 2020, advised all non-essential workers to refrain from going to work and to stay indoors.

Most non-essential businesses will be expected to close, and remain closed, for at least three weeks (or until the next Government announcement).

However, it's vital that essential services are maintained and key workers and key businesses must continue to work – where safe and feasible.

**Stay at home if you have coronavirus symptoms – impose self-isolation.**

Stay at home for at least 7 days if you have any symptoms, or 14 days if a family member (or someone you have close contact with) develops the symptoms.

You can be infected for several days before symptoms appear. These may be either:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home.
- Use the 111 online coronavirus service to find out what to do.

**Use the 111 coronavirus service**

Only call 111 if you cannot get help online.

### **Workers in the Workplace:**

If allowed to continue to work (the Government has closed most non-essential workplaces – check the latest news), ***then maintain strict personal hygiene as outline later in this document.***

It's vital that you still take the normal safety precautions related to your business activities.

Try and maintain social distancing, even in your workplace, by keeping 2m away from others - if safe and if possible.

Clean tools and equipment regularly.

Abide by any special instructions given to you by your Clients.

Where close contact is required, i.e. for safety reasons, try to avoid skin contact and do wear a FFP3 disposable mask if possible. If no FFP3 mask is available, use a lower grade one i.e. FFP2, FFP1 or surgical grade masks.

### **Should I wear gloves?**

- Beware, as gloves can give a false sense of security.
- If your gloved hand touches a contaminated surface, your glove will spread that to other surfaces you touch – even you face.
- If you do wear gloves, dispose of them regularly and immediately in a closed bin.
- Gloves worn for too long can start to harbour germs in between the glove and on your hands.
- Wash your hands immediately after removing your gloves.
- Try and use barrier creams after washing your hands.

### **How long to stay at home?**

- if you have symptoms of coronavirus, you'll need to stay at home for 7 days
- if you live with someone who has symptoms, you'll need to stay at home for 14 days from the day the first person in the home started having symptoms
- If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.
- If you have to stay at home together, try to keep away from each other as much as possible and maintain the 2metre distance rule where feasible.

### **Social distancing**

Avoid public transport where possible.

Maintain the 2metre distance rule for everyone (even work colleagues where feasible).

Stay at home as much as possible.

Prevent all non-essential contact – even with family members.

**Clean all work surfaces, tools , equipment and items you touch regularly.**

### **How to avoid catching and spreading coronavirus (social distancing)**

Everyone should do what they can to stop coronavirus spreading.

## Do

- ✓ wash your hands with soap and water often (and always after eating, drinking, smoking, taking medication, applying make-up, inserting contact lenses, touching potentially contaminated surfaces etc.). Do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ 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 and wash your hands afterwards
- ✓ avoid close contact with people who have symptoms of coronavirus
- ✓ only travel on public transport if you need to
- ✓ work from home, if you can
- ✓ avoid social activities, such as going to pubs, restaurants, theatres and cinemas
- ✓ avoid events with large groups of people
- ✓ use phone, online services, or apps to contact your GP surgery or other NHS services

## Don't

- do not touch your eyes, nose or mouth if your hands are not clean
- do not have visitors to your home, including friends and family

## Advice for people at high risk

If you're at high risk of getting seriously ill from coronavirus, there are extra things you should do to avoid catching it.

These include:

- not leaving your home – you should not go out to do shopping, visit friends or family, or attend any gatherings
- avoiding close contact with other people in your home as much as possible

Read the full [advice on protecting yourself if you're at high risk from coronavirus on GOV.UK](#).

## Who is at high risk?

You may be at high risk from coronavirus if you:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

## Information:

If you're at high risk, you will be contacted by the NHS by Sunday 29 March 2020. Do not contact your GP or healthcare team at this stage – wait to be contacted.

### 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 unlikely it can be spread through things like packages or food.

### Pregnancy advice

If you're pregnant and worried about coronavirus, you can get [advice about coronavirus and pregnancy](#) from the Royal College of Obstetricians and Gynaecologists.

### Travel advice

There are some countries and areas where there's a higher chance of coming into contact with someone with coronavirus.

If you're planning to travel abroad and are concerned about coronavirus, see [advice for travellers on GOV.UK](#).

### Treatment for coronavirus

- There is currently no specific treatment for coronavirus.
- Antibiotics do not help, as they do not work against viruses.
- Treatment aims to relieve the symptoms while your body fights the illness.
- You'll need to stay in isolation, away from other people, until you have recovered.

### Further Information:

[GOV.UK: coronavirus action plan](#)

[GOV.UK: information on coronavirus and the situation in the UK](#)

[NHS England: coronavirus information for health professionals](#)

***I have read or been briefed in the above. I understand that I must report ANY health & safety problem.***

| Date | NAME | Signature | Date | NAME | Signature | Date | NAME | Signature |
|------|------|-----------|------|------|-----------|------|------|-----------|
|      |      |           |      |      |           |      |      |           |
|      |      |           |      |      |           |      |      |           |
|      |      |           |      |      |           |      |      |           |
|      |      |           |      |      |           |      |      |           |
|      |      |           |      |      |           |      |      |           |

|   |   |  |   |   |
|---|---|--|---|---|
|    | <b>Telephone: 020 8406 5039</b><br><b>Email: <a href="mailto:info@safetyisthekey.co.uk">info@safetyisthekey.co.uk</a></b> |  Chartered Safety and Health Practitioner |  Registered Consultant |  |
| CMIOSH Institution of Occupational Safety and Health (012794)   Registered Consultant Occupational Safety & Health Consultants Register |   |  |   |   |