**Burnside Plant approach to Coronavirus (COVID-19)**

**Procedure**

**Symptoms:**

* A high temperature – feeling hot to touch on chest or back and have a temperature of 100 F (37.8 C) or higher.
* A new, continuous cough – this means coughing repeatedly

**Employees who may be at risk:**

Should a colleague present in the premises with diagnosed coronavirus (COVID-19) or suspected coronavirus (COVID-19), ensure they are isolated as quickly as possible and advise to get further details from the [111 website](https://111.nhs.uk/covid-19/).

Employees that suspect they may be at risk of coronavirus should not attend work until they have gained advice from the [111 website](https://111.nhs.uk/covid-19/) and spoken to their manager.

They should not go to a GP surgery, pharmacy or hospital without instruction from the [111 website](https://111.nhs.uk/covid-19/)

Information on who may be at risk can be found on the government’s and NHS’s website which is updated daily.

Should a colleague present with diagnosed coronavirus (COVID-19) or suspected coronavirus (COVID-19) a meeting of the following will be arranged as quickly as possible:

* Managing Director
* Internal HR colleague

The purpose of the meeting will be to review the risk and make decisions on how to address the situation.

**How we are dealing with COVID**

* members of staff who are vulnerable, are being supported following the recommendations set out on gov.uk
* where the social distancing guidelines cannot be followed in full, we are taking all the mitigating actions possible to reduce the risk of transmission between our staff.
* staff who are unwell with symptoms of coronavirus (COVID-19), have been advised not travel to or attend the workplace.
* any member of staff who develops symptoms of coronavirus (COVID-19) will be sent home and advised stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must also stay at home.
* employees have been reminded to wash their hands for 20 seconds, more frequently and catch coughs and sneezes in tissues.
* Surfaces that are touched regularly, are cleaned frequently and objects are disinfected using your standard cleaning products.
* We are ensuring everyone’s contact numbers and emergency contact details are up to date.
* Hand sanitizers and tissues have been issued to staff, and encourage them to use them, for personal use and for company vehicle use.
* where it is not possible to remain 2 metres apart, staff should work side by side or facing away from each other, rather than face to face if possible
* Staff are no longer able to travel to and from sites together unless coming from same household.
* Staff have also been asked to bring all food and drink required throughout the day(where possible), in order to prevent coming into contact with shops, therefore protecting the wider community.

All Employees have a copy of this policy.