

Supplementary information for staff on COVID-19

Coronavirus disease (COVID-19) is an infectious disease. The coronavirus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

Symptoms and illness

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **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)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

If you have symptoms of coronavirus infection, however mild, you must not return to work.

Current NHS guidelines for checking symptoms and self-isolation can be found here

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Before returning to work please familiarise yourself with the current guidelines for isolation and talk to your manager if you have any concerns about being fit to return to work or if you may be unable to return to work at the moment due to being in a higher risk category.

Sickness Policy

Details of the sickness policy can be obtained from your manager

Duty of Care

We have a duty of care for your health, safety and wellbeing at work. In light of COVID-19 we have reviewed our risk assessment to include appropriate controls to protect you from foreseeable hazards relating to Coronavirus.

This document contains some of the main changes to the current working environment as result of this risk assessment.

You have a duty to protect yourself and your colleagues. If you believe that sufficient controls have not been implemented, please raise this directly with your manager or **CJ Heayns** chris@millmeadow.co.uk **07779 651911** to ensure they are aware of the hazard and can consider appropriate controls.

PPE

Current government guidelines recommend that additional Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) is not recommended to be used to protect employees from Coronavirus outside of healthcare and related settings.

Where you were provided PPE before for tasks e.g. exposure to wood dust, flour, welding fume, silica dust etc. you will still be provided PPE that you normally use to protect yourself from those original hazards. The use of PPE in some business sectors is necessary for certain work activities, but not necessarily for protection against COVID 19, where other safe systems based on a suitable risk assessment should be put in place by your employer.

PPE should be regarded as a last resort. Other controls have been considered to give you the best protection possible including:

- Hand Hygiene – following guidance on hand washing procedures and the frequency.
- Hand sanitising stations – following guidance on suitable and effective hand sanitizers.
- Cohort working – keeping dedicated teams of people working together in certain areas.
- Maintaining 2 metre distancing or working back to back facing away from each other.
- Shift working – staggering working patterns.
- Prompt self-isolation if you experience any of the symptoms associated with Coronavirus

If a risk assessment identifies PPE as the only safe way to work, then we (your employer) must provide suitable PPE for the tasks in which you are involved, including training on its use, storage, maintenance of the equipment and continued supply.

Additional measures we have put in place on site:

These are the controls you need to be aware of:

Social Distancing – supported by processes and signage

Signage

Handwashing – sanitiser stations, paper towels

“Fogging” Disinfection

Changed waste management for recycling and domestic waste

Controls on visitors to site.

Gates and entry system to main entrance

Staff parking guidance