



Coronavirus (COVID-19)

Information
Generic risk assessment (ongoing)

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1.0 Introduction

This guidance has been developed on information provided by:

- The UK NHS (National Health Service)
- The WHO (World Health Organisation)
- CIPD (The Chartered Institute of Personnel and Development)
- The UK FCO (Foreign and Commonwealth Office)
- GOV.UK
- The Resuscitation Council (UK)
- The Construction Leadership Council

Date: 13th April 2020, 10:30hrs

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

2.0 Number of coronavirus (COVID-19) cases and risk in the UK?¹

As of 5pm on 7 April, 266,694 tests have concluded across the UK, with 14,006 tests carried out on 6 April. Some individuals are tested more than once for clinical reasons.

213,181 people have been tested, of whom 55,242 tested positive.

Of those that have contracted COVID-19, 6,159 have died.

RISK LEVEL

The risk to the UK is **HIGH**.

3.0 Guidance for employers and businesses on coronavirus (COVID-19)²

During this time of unprecedented disruption, the UK Government is not asking all businesses to shut – indeed it is important for business to carry on. Only some non-essential shops and public venues have been asked to close – see more detailed information on the *businesses and venues that must close, and those that are exempt*³.

The government understands that employers and businesses may have concerns about how they can remain open for business safely, and so play their part in preventing the spread of the virus. All employees should be encouraged to work from home unless it is impossible for them to do so. Not everyone can work from home: certain jobs require people to travel to, from and for their work – for instance to operate

¹ <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#number-of-cases>

² <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

³ <https://www.gov.uk/government/publications/further-businesses-and-premises-to-close>



machinery, work in construction or manufacturing, or to deliver front line services. For **specific settings** please refer to **sector specific guidance**⁴. (Published 7 April 2020) (Appendix 9).

4.0 What you need to know (businesses)⁵

- businesses and workplaces should make every possible effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every effort to comply with the social distancing guidelines set out by the government
- members of staff who are vulnerable or extremely vulnerable, as well as individuals whom they live with, should be supported as they follow the recommendations set out in guidance on *social distancing and shielding respectively*⁶
- where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Potential mitigating actions are set out in these *illustrative industry examples*⁷ (Appendix 9).
- staff who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the workplace.
- staff may be feeling anxious about coming to work and also about impacts on livelihood. Workplaces should ensure staff are fully briefed and appropriately supported at this time
- any member of staff who develops symptoms of coronavirus (COVID-19) (a new, continuous cough and/or a high temperature) should be sent home and 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 stay at home in line with the stay at home guidance
- employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others
- employees should be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues
- frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products
- those who follow advice to stay at home will be eligible for statutory sick pay (SSP) from the first day of their absence from work
- employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients
- if evidence is required by an employer, those with symptoms of coronavirus (COVID-19) can get an isolation note from NHS 111 online, and those who live with someone that has symptoms can get a note from the NHS website

5.0 First aid in the workplace (CPR)⁸

Resuscitation Council UK Guidelines 2015 state “If you are untrained or unable to do rescue breaths, give chest compression-only CPR (i.e. continuous compressions at a rate of at least 100–120 min⁻¹)”.

Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

⁴ <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>

⁵ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

⁶ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

⁷ <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>

⁸ <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>



- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

6.0 Good practice for employers⁹

Good practice for employers

It's good practice for employers to:

- keep everyone updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace
- ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance
- ensure employees who are in an extremely vulnerable group and should be shielded are supported to stay at home
- make sure everyone's contact numbers and emergency contact details are up to date
- make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action
- make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them

7.0 Social distancing in the workplace – principles¹⁰

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19). Businesses and workplaces should encourage their employees to work at home, wherever possible.

If you cannot work from home then you can still travel to work. This is consistent with the Chief Medical Officer for England's advice.

The advice on social distancing measures applies to everyone and should be followed wherever possible. Workplaces need to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres (3 steps) between individuals wherever possible. This advice applies both to inside the workplace, and to where staff may need to interact with customers. Staff should be reminded to wash their hands regularly using soap and water for 20 seconds and particularly after blowing their nose, sneezing or coughing. Where facilities to wash hands are not available, hand sanitiser should be used.

⁹ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

¹⁰ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>



Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.

The practical implementation of this advice will depend on the local circumstances; see examples for various industries.

A few general indicators will be relevant to the majority of business settings:

- make regular announcements to remind staff and/or customers to follow social distancing advice and wash their hands regularly
- encourage the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking
- provide additional pop-up handwashing stations or facilities if possible, providing soap, water, hand sanitiser and tissues and encourage staff to use them
- where it is possible to remain 2 metres apart, use floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form)
- 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
- where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
- as much as possible, keep teams of workers together (cohorting), and keep teams as small as possible

Additionally, for customer-facing businesses:

- use signage to direct movement into lanes, if feasible, while maintaining a 2 metre distance
- regulate entry so that the premises do not become overcrowded
- use additional signage to ask customers not to enter the premises if they have symptoms
- if feasible, place plexiglass barriers at points of regular interaction as an additional element of protection for workers and customers (where customers might touch or lean against these, ensure they are cleaned and disinfected as often as is feasible in line with standard cleaning procedures)

See further information on social distancing and adults who are at increased risk of coronavirus (COVID-19).

8.0 Shift-working and staggering processes ¹¹

Where it is not possible for work to be completed at home, businesses should consider shift working or the staggering of processes which would enable staff to continue to operate both effectively and where possible at a safe distance (more than 2 metres) from one another. Staggering on-premises hours to reduce public transport use during peak periods will provide benefit to employees, businesses and the wider public effort.

Practically, a business could consider:

- splitting staff into teams with alternate days working from home, or splitting across a day and night shift
- as far as possible, where staff are split into teams, fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals
- spreading out standard processes, so that only one team needs to be on the premises to complete a task at a given time
- where it is possible to remain 2 metres apart, using signage such as floor markings to facilitate compliance, particularly in the most crowded areas. This includes entry points to buildings, toilets and communal break areas where queues may form

Businesses working on shift patterns should:

- ensure that the business's social distancing measures are effectively communicated to all staff

¹¹ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>



- ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly, using your standard cleaning products and particularly at the end and beginning of shifts

Staff canteens and rest areas

Where possible, staff should be encouraged to bring their own food, and staff canteens and distributors should move to takeaway.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. The following principles should be applied:

- canteen staff who are unwell should not be at work
- canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- staff should be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating. If possible, increase the number of hand washing stations available
- a distance of 2 metres should be maintained between users, wherever possible
- staff can continue to use rest areas if they apply the same social distancing measures
- notices promoting hand hygiene and social distancing should be placed visibly in these areas
- frequently clean and disinfect surfaces that are touched regularly, using your standard cleaning products
- consider extending and staggering meal times to avoid crowding

9.0 Symptoms and what to do¹²

Do not leave your home if you have 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 NHS 111 ONLINE CORONAVIRUS SERVICE TO FIND OUT WHAT TO DO.

Link: <https://111.nhs.uk/covid-19/>

Only call 111 if you cannot get help online.

BBC Coronavirus symptoms video¹³

10.0 Stay at home to stop coronavirus spreading¹⁴

Everyone must stay at home to help stop the spread of coronavirus.

You should only leave the house for 1 of 4 reasons:

- shopping for basic necessities, for example food and medicine, which must be as infrequent as possible
- one form of exercise a day, for example a run, walk, or cycle – alone or with members of your household
- any medical need, or to provide care or to help a vulnerable person
- travelling to and from work, but only where this absolutely cannot be done from home.

¹² <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

¹³ <https://www.bbc.co.uk/news/av/health-51934576/how-do-i-know-if-i-have-coronavirus>

¹⁴ <https://www.nhs.uk/conditions/coronavirus-covid-19/>



IMPORTANT

These 4 reasons are exceptions – even when doing these activities, you should be minimising time spent outside of the home and ensuring you are 2 metres apart from anyone outside of your household.

11.0 How to stop infection spreading¹⁵

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.

DO

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get back home
- 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

DO NOT

- do not touch your eyes, nose or mouth if your hands are not clean

12.0 What is social distancing? (General UK Government Guidance)¹⁶

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are to:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport when possible
3. Work from home, where possible. Your employer should support you to do this. Please refer to employer guidance for more information
4. Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in closed spaces where people gather together.
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
6. Use telephone or online services to contact your GP or other essential services

Everyone should be trying to follow these measures as much as is practicable.

We strongly advise you to follow the above measures as much as you can and to significantly limit your face-to-face interaction with friends and family if possible, particularly if you:

- are over 70
- have an underlying health condition
- are pregnant

This advice is likely to be in place for some weeks.

13.0 How long to self-isolate¹⁷

If you have symptoms

¹⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

¹⁶ <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

¹⁷ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>



If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

- if you do not have a high temperature, you do not need 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. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

After self-isolation

You still need to stay at home when you finish self-isolating, but you can go out for essential trips such as buying food.

Read the coronavirus advice for everyone. (Point 5 above).

14.0 Get an isolation note to give to your employer¹⁸

If you live with someone who has symptoms of coronavirus, you can get an isolation note to send to your employer as proof you need to stay off work.

You do not need to get a note from a GP.

If you have symptoms of coronavirus and need to stay at home, use the 111-coronavirus service to get an isolation note

Get an isolation note

Link: <https://111.nhs.uk/isolation-note/>

15.0 Looking after your mental wellbeing¹⁹

Understandably, you may find that social distancing can be boring or frustrating. You may find your mood and feelings are affected and you may feel low, worried or have problems sleeping and you might miss being outside with other people.

At times like these, it can be easy to fall into unhealthy patterns of behaviour which in turn can make you feel worse. There are simple things you can do that may help, to stay mentally and physically active during this time such as:

- look for ideas of exercises you can do at home on the NHS website
- spend time doing things you enjoy – this might include reading, cooking, other indoor hobbies or listening to the radio or watching TV programmes
- try to eat healthy, well-balanced meals, drink enough water and try to avoid smoking, alcohol and drugs
- keep your windows open to let in fresh air, get some natural sunlight if you can, or get outside into the garden

¹⁸ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

¹⁹ <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>



You can also go for a walk or exercise outdoors if you stay more than 2 metres from others.

It is important to look after your mental health and wellbeing. Further guidance is also available on supporting children and young people's mental health and wellbeing at the following Links:

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/>

NOTE: A Ten Tips Poster to help if you are worried about coronavirus is available at Appendix 7 and can be sent to employees.

16.0 If you have symptoms and live with a vulnerable person ²⁰

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 arrange for them to stay with friends or family for 14 days.

If you have to stay at home together, try to keep 2 metres (3 steps) away from each other. If possible, try not to share a bed.

17.0 Reducing the spread of infection in your home²¹

DO

- wash your hands with soap and water often, for at least 20 seconds
- 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 straight away and wash your hands afterwards
- clean objects and surfaces you touch often (like door handles, kettles and phones) using your regular cleaning products
- clean a shared bathroom each time you use it, for example by wiping the surfaces you have touched

DO NOT

do not share towels, including hand towels and tea towels

18.0 Ending self-isolation and household isolation ²²

Self-isolation

If you have been symptomatic, then you may end your self-isolation after 7 days. The 7-day period starts from the day when you first became ill

Household isolation

If living with others, then all household members who remain well may end household-isolation after 14 days. The 14-day period starts from the day illness began in the first person to become ill. Fourteen days is the incubation period for coronavirus; people who remain well after 14 days are unlikely to be infectious.

After 7 days, if the first person to become ill feels better and no longer has a high temperature, they can return to their normal routine. If any other family members become unwell during the 14-day household-isolation period, they should follow the same advice - that is, after 7 days of their symptoms starting, if they feel better and no longer have a high temperature, they can also return to their normal routine.

Should a household member develop coronavirus symptoms late in the 14-day household-isolation period (for example, on day 13 or day 14) **the isolation period does not need to be extended, but the person with the new symptoms has to stay at home for 7 days.** The 14-day household-isolation period will have greatly reduced the overall amount of infection the rest of the household could pass on, and it is not necessary to restart 14 days of isolation for the whole household. This will have provided a high level of

²⁰ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

²¹ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

²² <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#ending-isolation>



community protection. Further isolation of members of this household will provide very little additional community protection.

At the end of the 14-day period, any family member who has not become unwell can leave household isolation.

If any ill person in the household has not had any signs of improvement and have not already sought medical advice, they should contact NHS 111 online. If your home has no internet access, you should call NHS 111.

The cough may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean someone must continue to self-isolate for more than 7 days.

19.0 Travel advice: coronavirus (COVID-19)²³

Guidance for British people travelling overseas during the coronavirus (COVID-19) pandemic.

Foreign & Commonwealth Office (FCO) travel advice

Exceptional travel advisory notices

Since the COVID-19 pandemic started, the Foreign & Commonwealth Office has issued 2 global travel advisory notices:

1. Return to the UK now if you're travelling abroad

The Foreign & Commonwealth Office (FCO) advises British people travelling abroad to return to the UK now, if commercial flights are still available.

If you're travelling abroad, you should:

- contact your airline or travel company now
- keep up-to-date with our travel advice pages. We are updating information on returning from the country you're in as quickly as we can

for real-time updates, follow our embassy or high commission's social media for the country you're in.

2. Do not travel abroad unless it's essential

The FCO advised British people against all non-essential travel worldwide. This applies for an indefinite period due to unprecedented international border closures and other restrictions. All countries may restrict travel without notice.

To change or cancel your travel plans, follow these steps:

- contact your airline, travel company, cruise line or other transport and accommodation providers
- get in touch with your insurance provider

The FCO was already advising against all but essential travel or all travel to some areas or countries due to risks that do not relate to COVID-19. This advice remains in place. Check FCO travel advice pages for the latest information.

If your travel is essential, see our guidance on international travel.

International freight transport is an essential activity in the context of travel advice. Read the Department for Transport guidance for the freight transport industry.

When you return to the UK: protect yourself and others

When you return to the UK on a flight from another country, you should follow the government advice that applies to everyone:

- go straight home from the airport, avoiding public transport where possible
- stay at home and only go outside for food, health reasons, daily exercise or work if you absolutely cannot work from home

²³ <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>



- if you go out: always stay 2 metres (6 feet) away from other people, do not touch your face, and wash your hands frequently, including as soon as you get home

If you start to have symptoms like a high temperature or frequent cough, go straight home and self-isolate for 7 days. See the guidance for households with a possible infection and call NHS 111 if your symptoms worsen.

For further guidance, visit <https://www.gov.uk/coronavirus> or visit nhs.uk for specialist medical advice.

20.0 Handling post or packages²⁴

Staff should continue to follow existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages.

²⁴ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>



APPENDIX 1: Awareness Poster 1 – Main Entrance

CORONAVIRUS

Are you suffering from the following signs and symptoms?

- Cough
- Fever
- Difficulty in breathing / shortness of breath



Cough



Fever



**Shortness of
breath**

If yes, to protect yourself and others please go home and search 'NHS Coronavirus' for advice and access the 111 online coronavirus service.

As soon as possible contact your Employer for guidance.

Do not enter this building

Poster layout and content developed from NHS and Public Health England.



APPENDIX 2: Awareness Poster 2 – Wash Your Hands

CORONAVIRUS

Wash your hands

more often for

20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

CORONAVIRUS

PROTECT YOURSELF & OTHERS

- 1 - Safe Place!
- 2 - Safe Person!
- 3 - Sound Information!

Poster layout and content developed from NHS and Public Health England.



APPENDIX 3: Awareness Poster 3 – How to wash your hands

CORONAVIRUS

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

**Use a tissue to turn off the tap.
Dry hands thoroughly.**

Poster layout and content developed from the NHS.



APPENDIX 4: Awareness Poster 4 – If I am unwell, what should I do?

If I am unwell, what should I do?



Do not go to a GP surgery, pharmacy or hospital



If you or someone you live with has a 'new, continuous' cough or a high temperature, you should stay at home for 14 days



If symptoms persist or worsen, use the online 111 coronavirus service at 111.nhs.uk. In Northern Ireland, call 111



A medical professional will give you advice on what to do next



You may then be tested for the virus



APPENDIX 5: Awareness Poster 5 – General Hygiene and avoid spreading

CORONAVIRUS

How can I try to stay well and avoid spreading the virus?



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



Work at home where possible and **avoid social venues**



Catch coughs and sneezes and **throw away used tissues**



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



APPENDIX 6: Awareness Poster 6 – Employers and businesses guidance



Public Health
England

Employers and businesses guidance

If you have a



new and
continuous cough

or



high
temperature

stay at home for 7 days, if you live alone

stay at home for 14 days, if you live with others, including all household members

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus



**Wash your hands
more often
and for 20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Businesses and workplaces should encourage their employees to work at home, wherever possible



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products



Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus to others

Those who follow advice to stay at home will be eligible for **statutory sick pay (SSP) from the first day** of their absence from work

Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home**

Employees from **defined vulnerable** groups should be strongly advised and supported to stay at home and work from there if possible



APPENDIX 7: 10 Tips to Help if you are Worried about Coronavirus (1 of 3)

1. Stay connected with people

Maintaining healthy relationships with people we trust is important for our mental wellbeing, so think about how you can stay in touch with friends and family while needing to stay at home. You could try phone calls, video calls or social media instead of meeting in person – whether it's with people you normally see often or connecting with old friends.



2. Talk about your worries



It's normal to feel a bit worried, scared or helpless about the current situation. Remember: it is OK to share your concerns with others you trust – and doing so may help them too. If you cannot speak to someone you know or if doing so has not helped, there are plenty of helplines you can try instead.

3. Support and help others

Helping someone else can benefit you as well as them, so try to be a little more understanding of other people's concerns, worries or behaviours at this time. Try to think of things you can do to help those around you. Is there a friend or family member nearby you could message? Are there any community groups you could join to support others locally? Remember, it is important to do this in line with official coronavirus guidance to keep everyone safe.



4. Feel prepared



Working through the implications of staying at home should help you feel more prepared and less concerned. Think through a normal week: how will it be affected and what do you need to do to solve any problems?

If you have not already, you might want to talk with your employer, [understand your sick pay and benefits rights](#),²⁵ and get hold of some essentials for while you are at home. You could also think about who you can get help from locally – as well as people you know, lots of local and community help groups are being set up. Try to remember this disruption should only be temporary.

Poster layout and content developed from the NHS – Every Mind Matters.
(2 of 3)

²⁵ <https://www.citizensadvice.org.uk/health/coronavirus-what-it-means-for-you/>



5. Look after your body

Our physical health has a big impact on how we feel. At times like these, it can be easy to fall into unhealthy patterns of behaviour that end up making you feel worse.

Try to eat healthy, well-balanced meals, drink enough water and exercise regularly. Avoid smoking or drugs and try not to drink too much alcohol.

You can leave your house, alone or with members of your household, for 1 form of exercise a day – like a walk, run or bike ride. But make you keep a safe 2-metre distance from others. Or you could try one of our easy 10-minute home workouts.



6. Stick to the facts



Find a credible source you can trust – such as [GOV.UK](https://www.gov.uk)²⁶ or the [NHS website](https://www.nhs.uk)²⁷ – and fact-check information you get from newsfeeds, social media or other people.

Think about how possibly inaccurate information could affect others too. Try not to share information without fact-checking against credible sources.

You might also want to consider limiting the time you spend watching, reading or listening to coverage of the outbreak, including on social media, and think about turning off breaking-news alerts on your phone. You could set yourself a specific time to read updates or limit yourself to a couple of checks a day.

7. Stay on top of difficult feelings

Concern about the coronavirus outbreak is perfectly normal. However, some people may experience intense anxiety that can affect their daily life.

Try to focus on the things you can control, such as your behaviour, who you speak to, and where and how often you get information. It's fine to acknowledge that some things are outside of your control, but if constant thoughts about coronavirus are making you feel anxious or overwhelmed, try some [ideas to help manage your anxiety](https://www.nhs.uk/oneyou/every-mind-matters/anxiety/) or ²⁸listening to an audio guide.



(3 of 3)

²⁶ <https://www.gov.uk/coronavirus>

²⁷ <https://portal.nhs.net>

²⁸ <https://www.nhs.uk/oneyou/every-mind-matters/anxiety/>



8. Do things you enjoy

If we are feeling worried, anxious or low, we might stop doing things we usually enjoy. Focusing on your favourite hobby, relaxing indoors or connecting with others can help with anxious thoughts and feelings.

If you cannot do the things you normally enjoy because you are staying at home, think about how you could adapt them, or try something new.

There are lots of free tutorials and courses online, and people are coming up with inventive new ways to do things, like hosting online pub quizzes and music concerts.



9. Focus on the present



Focusing on the present, rather than worrying about the future, can help with difficult emotions and improve our wellbeing. [Relaxation techniques](#)²⁹ can also help some people deal with feelings of anxiety, or you could try our mindful breathing video.

10. Look after your sleep

Good-quality sleep makes a big difference to how we feel mentally and physically, so it is important to get enough.

Try to maintain regular sleeping patterns and keep up good sleep hygiene practices – like avoiding screens before bed, cutting back on caffeine and creating a restful environment. See our sleep page for more advice.



²⁹ <https://www.nhs.uk/conditions/stress-anxiety-depression/mindfulness/>



APPENDIX 8: PHE Awareness Pack (Print and provide / email) 1 of 5

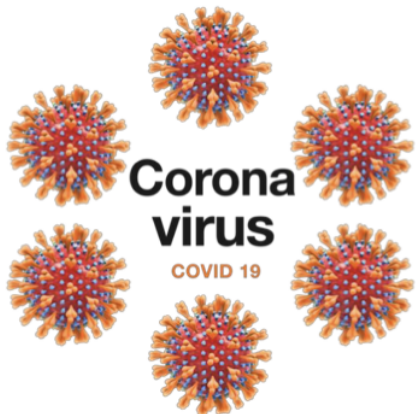



Public Health
England

Protecting and improving the nation's health

Coronavirus (COVID-19)




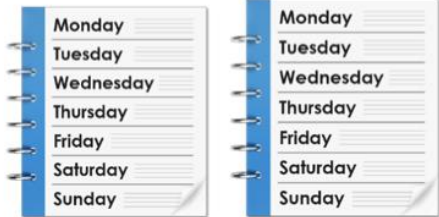
March 2020

	<p>COVID-19 is a new illness. Lots of people call it Coronavirus.</p> <p>It can affect your lungs and your airways.</p>
	<p>Most people who get Coronavirus will not be very ill.</p> <p>Some older people or people who already have health problems may become more ill.</p> <p>You may feel worried about Coronavirus. This is normal. Talk about how you feel with people you can trust.</p>



 <p>1 ~~~~~ 2 ~~~~~ 3 ~~~~~ 4 ~~~~~ 5 ~~~~~</p>	<p>We have a plan to slow down how fast Coronavirus spreads.</p> <p>There are things everyone can do to help stop them and other people getting Coronavirus.</p>
	<p>1) Keep your hands clean.</p> <p>Wash your hands lots of times during the day:</p> <ul style="list-style-type: none">✓ use soap and water✓ use hand sanitiser (gel) if there is no soap and water when you are out✓ make sure you wash your hands when:<ul style="list-style-type: none">• you come home• you visit other places• before you touch food <p>✗ Do not touch your eyes, nose or mouth</p>



	<p>✓ Always cough and sneeze into a tissue.</p> <p>✓ Then throw the tissue away and wash your hands.</p>
 	<p>2) Be ready to stay at home</p> <p>Stay at home and don't meet up with other people for 7 days if you have Coronavirus symptoms. These are:</p> <ul style="list-style-type: none">• a new cough, and you keep coughing or• a high temperature <p>After 7 days, if you feel better, you can start your usual routine again.</p>
	<p>Stay at home and don't meet up with other people for 14 days if you share your home with someone who has symptoms of Coronavirus.</p>



	<p>3) Make a plan</p> <p>Think about what you will do if you are asked to stay at home.</p> <p>If you have support from family or paid carers you should make a plan with them.</p>
	<p>4) Only use health services when it is important to do so.</p> <p>If you:</p> <ul style="list-style-type: none">• are staying at home and start to feel much more ill or• have stayed at home for 7 days and still have symptoms of Coronavirus <p>then:</p> <ul style="list-style-type: none">• get advice from NHS 111 online• if you need to speak to someone call 111• you should <u>not</u> go to a GP surgery, pharmacy or hospital as you could pass Coronavirus to others <p>Only dial 999 or go to Accident and Emergency if there is an emergency.</p>



	<ul style="list-style-type: none">• Only get information about Coronavirus from places you can trust <p>These places are:</p> <ul style="list-style-type: none">• The UK coronavirus (COVID-19) page• The NHS coronavirus (COVID-19) page• NHS 111 online• If you are planning to travel abroad check the Foreign and Commonwealth Office travel advice page• Follow Public Health England or The Department of Health and Social Care on Twitter for regular updates
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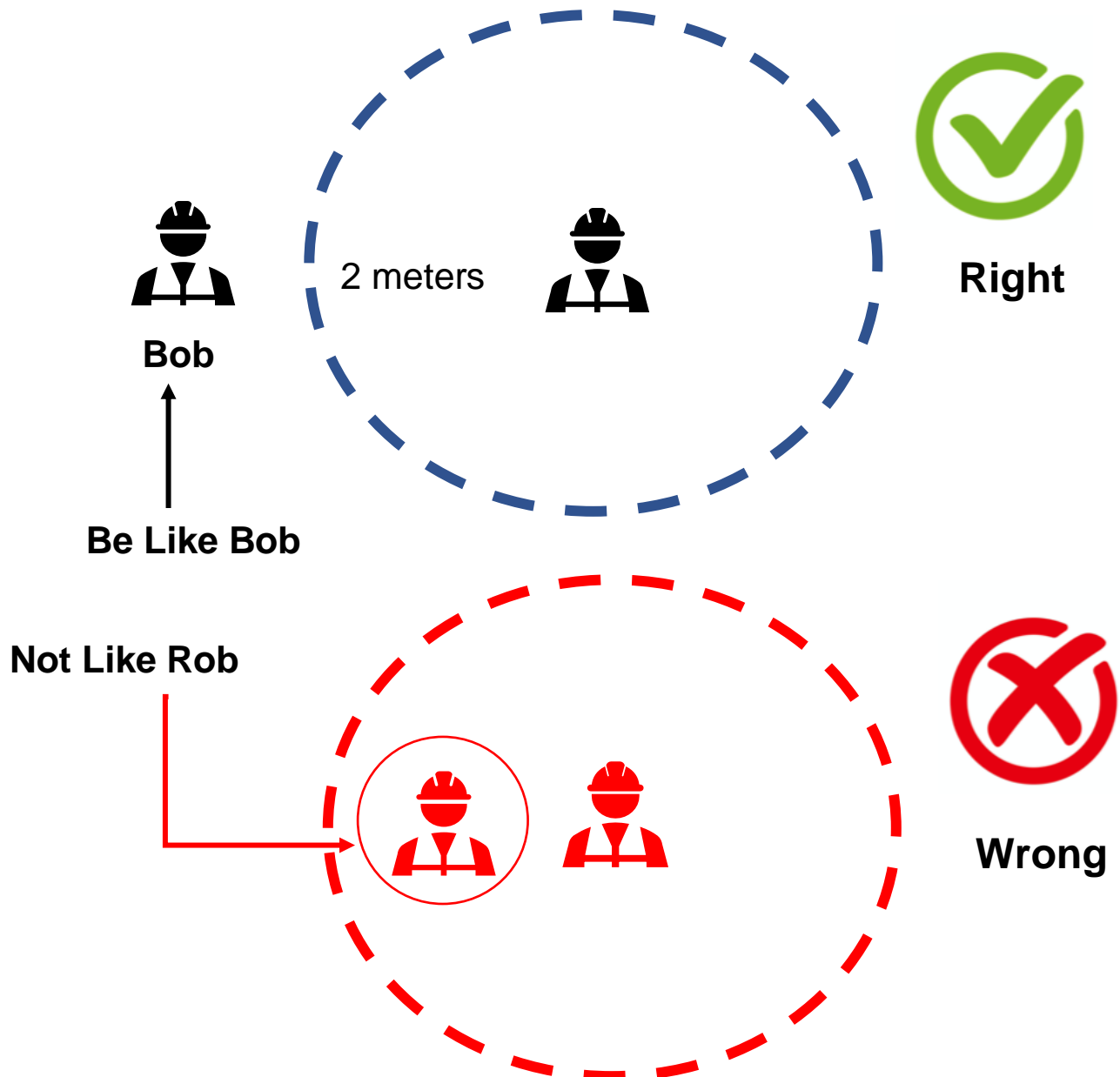
The pictures in this summary are from Photosymbols: <https://www.photosymbols.com/>



APPENDIX 9: Social distancing – Construction Site 2m Rule Poster

Social distancing

Working within 2m of other people significantly increases the risk of passing on or contracting Coronavirus (COVID-19). Please respect the 2m Rule whilst on this site.



This Site Respects Government Guidelines

Follow the 2m Rule



APPENDIX 10: Social distancing (workplace) during COVID-19: sector guidance³⁰

Overview

This is a list of tailored advice for different scenarios as an example of how social distancing and other measures might be implemented by employers in England to help protect their workforce and customers from coronavirus while still continuing to trade.

For advice for business in other nations of the UK please see guidance set by the Northern Ireland Executive, the Scottish Government and the Welsh Government.

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-essential-businesses-and-services>

<https://www.gov.scot/publications/coronavirus-covid-19-business-and-social-distancing-guidance/pages/overview/>

<https://gov.wales/coronavirus-covid-19-employers-businesses-guidance-html>

These are not intended to be comprehensive or to represent every business's situation, but are illustrative examples.

Businesses should also look to the advice being published by trade associations and similar groups on how to work out government guidance in their sector.

Read the general guidance for employers and businesses on coronavirus.

1. Shops running a pick-up or delivery service
2. Tradespeople and working in people's homes
3. Construction
4. Manufacturing and processing businesses
5. Retail
6. Logistics businesses
7. Outdoor businesses
8. Farming: visiting farms for animal health and welfare
9. Fishing or other short-term offshore work
10. Cargo-shipping or other long-term offshore work
11. Transport businesses
12. Waste management businesses

1 Shops running a pick-up or delivery service

You should ensure that no orders are taken in person on the premises. You should only take orders online or by telephone and communicate this to customers by clear signage in store and online.

The advice on social distancing measures applies to everyone and you should take steps to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of 2 metres between individuals, wherever possible.

Collections

Where customers are collecting items, they should have staggered collection times. When customers whose orders are ready enter, they should enter one at a time to collect orders and make payments, maintaining a safe distance.

Where queuing is taking place, you should use queue management systems to maintain a safe distance.

Deliveries

³⁰ <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>



For retailers or restaurants running a delivery service, you should advise all delivery drivers that no goods or food should be physically handed over to the customer. There should instead be a set drop-off point agreed in advance.

After ringing the doorbell, the driver should maintain a safe distance from the door and oversee the delivery of the goods. The goods should not be left unattended.

You should introduce a way for customers to be able to notify your business that they are in self-isolation or are unwell in advance of the delivery, in which case these guidelines should be very strictly followed. The driver should not enter the customer's property.

To minimise the risk that a customer does not answer the door, sensible steps such as setting an approximate delivery time and gaining a contact number should be taken.

You should advise drivers to wash their hands using soap and water for 20 seconds as regularly as possible, and drivers should be given hand-sanitiser to be carried at all times and used after each delivery.

To protect your staff, you should remind colleagues and drivers daily to only come into work if they are well and no one in their household is self-isolating.

2 Tradespeople and working in people's homes

You are a tradesperson carrying out essential repairs and maintenance in people's homes. You can continue work, providing that you are well and have no symptoms. You should notify all clients in advance of your arrival.

On entry to the home you should wash your hands using soap and water for 20 seconds. You should wash your hands regularly, particularly after blowing your nose, sneezing or coughing, and when leaving the property. Where facilities to wash hands are not available, hand sanitiser should be used, and you should carry this with you at all times.

You should maintain a safe distance (at least 2 metres) from any household occupants at all times, and ensure good ventilation in the area where you are working, including opening the window.

No work should be carried out in any household which is isolating or where an individual is being shielded, unless your work is to remedy a direct risk to the safety of the household, such as emergency plumbing or repair.

No work should be carried out by a tradesperson who has coronavirus symptoms, however mild.

3 Construction

Construction work plays an important role in ensuring public safety and the provision of public services. It can continue if done in accordance with the social distancing guidelines wherever possible.

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

If you decide the work should go ahead, you should advise staff to wash their hands frequently using soap and water for 20 seconds, and especially after blowing their nose, sneezing or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home. Where facilities to wash hands are not available, hand sanitiser should be used.

You should still advise staff to keep 2 metres apart as much as possible.

You should plan work to minimise contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.

As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting). For example, you keep vehicle crews working together, rather than mixing crew members on different shifts.

Staff should also wash their hands each time before getting into enclosed machinery (such as diggers) with others, and wash their hands every time they get out. To help with this, you should consider adding additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser.



Employees should keep the windows of enclosed machinery or enclosed spaces open for ventilation and be careful to avoid touching their face at all times. The inside of cabs should be regularly cleaned, particularly between use by different operators.

You should try to use stairs in preference to lifts or hoists. Where lifts or hoists must be used, you should lower their capacity to reduce congestion and contact at all times, and regularly clean touchpoints, such as doors and buttons.

To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

The Construction Leadership Council has published more detailed advice on how you might carry out government guidance³¹.

Additional useful information for firms can be accessed on BuildUK's website.³²

4 Manufacturing and processing businesses

Manufacturing plays an important role in the economy. It can continue if done in accordance with the social distancing guidelines wherever possible.

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

If you decide the work should continue, staff should work side by side or facing away from each other rather than face-to-face if possible.

You should increase the frequency of cleaning procedures, pausing production in the day if necessary for cleaning staff to wipe down workstations with disinfectant.

You should assign staff to the same shift teams to limit social interaction.

You should not allow staff to congregate in break times; you should consider arrangements such as staggered break times so that staff can continue to practice social distancing when taking breaks.

You should communicate to all staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they arrive at work and before they leave. To help with this, you should consider adding additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser.

When entering and leaving, you should ensure your workforce stays 2 metres apart as much as possible. To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

Read the detailed guidance on food processing.

5 Retail

You run a retail outlet which, in line with the government advice on retail, remains open.

To protect staff and customers, you should manage entry into the store, only allowing a limited number of people into your store at any given time.

You should put up signage to ask customers with symptoms not to enter the store, and to remind both staff and customers to always keep 2 metres from other people, wherever possible.

You should regularly encourage staff to wash their hands with soap and water as often as possible and for 20 seconds every time.

If feasible, you should also put up plexiglass barriers at all points of regular interaction to further reduce the risk of infection for all parties involved, cleaning the barriers regularly. You should still advise staff to keep 2 metres apart as much as possible.

³¹ <http://www.constructionleadershipcouncil.co.uk/news/>

³² <https://builduk.org/coronavirus/>



To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

Read the guidance for supermarkets.

6 Logistics businesses

Logistics businesses play an important role in ensuring goods can get to where they are needed and they can continue to operate if they do so in accordance with the social distancing guidelines wherever possible.

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

If a 2 metre distance cannot be maintained, staff should work side by side, or facing away from each other, rather than face to face if possible.

To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

You should also put up signage and floor markings in the warehouse, encouraging a 2 metre distance from colleagues where it is at all feasible.

In addition, you should regularly encourage staff to wash their hands with soap and water as often as possible and for a minimum of 20 seconds every time.

To help with this, you should consider adding additional pop-up handwashing stations or facilities, providing soap, water and hand sanitiser.

You should still advise staff to keep 2 metres apart as much as possible.

To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

7 Outdoor businesses

This applies to businesses situated outdoors – market stalls, farms, quarries, commercial forests or other outdoor businesses - where it is not possible for workers to observe social distancing guidelines at all times.

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

If a 2 metre distance cannot be maintained, staff should work side by side, or facing away from each other, rather than face to face if possible.

You should communicate to all staff that they should wash their hands with soap and water for 20 seconds or more and more frequently than normal.

If workers have to share enclosed spaces such as the cabs of vehicles, they should keep the window open for ventilation and they should be careful to avoid touching their face at all times. On leaving the enclosed space, they should wash their hands with soap and water for 20 seconds or more or use hand sanitiser when they cannot wash their hands.

If customer-facing, you should consider how you can safely sell your products or services without encouraging crowds and ensure hygiene measures are in place. This could be done by taking orders online or by telephone in advance and pre-packing orders to limit face-to-face time, or considering delivery services if possible. When interacting with customers, you should maintain a 2 metre distance as much as possible.

To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

8 Farming: visiting farms for animal health and welfare



Farming and maintaining animal welfare are important and can continue if done in accordance with the social distancing guidelines wherever possible.

If you provide services such as sheep shearing, sheep dipping and foot trimming to different farms it is not possible for workers to stay 2 metres apart at all times.

You should communicate to all staff that they should wash their hands for 20 seconds or more and more frequently than normal, and always when arriving at or leaving a farm or premises, or use hand sanitiser when they cannot wash their hands. They should be careful to avoid touching their face at all times.

You should arrange work so that you and colleagues can frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products. This should be done both during the working day and when moving between premises.

9 Fishing or other short-term offshore work

You operate one or more fishing or other vessels which are offshore for short periods.

When at sea those working on board the vessel or platform are not always able to be 2 metres apart. Where this is the case, staff should work side by side, or facing away from each other, rather than face to face if possible.

You should communicate to all those working on board that they should wash their hands with soap and water for 20 seconds or more and more frequently than normal.

You should increase the frequency of cleaning procedures on the vessel and ensure it is disinfected as often as is feasible.

You should still advise staff to keep 2 metres apart as much as possible.

To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

10 Cargo-shipping or other long-term offshore work

You operate one or more cargo vessels or offshore concrete structures where staff are offshore for prolonged periods of duty and are not always able to be 2 metres apart.

Where this is the case, staff should work side by side, or facing away from each other, rather than face to face if possible.

You should communicate to all those working on board that they should wash their hands with soap and water for 20 seconds or more and more frequently than normal. You should still advise staff to keep 2 metres apart as much as possible.

Those working aboard should follow social distancing guidelines when ashore as strictly as possible. They should not board if they suspect they have been in contact with the virus to avoid introducing it to others on board.

Staff with a new continuous cough or a high temperature should not be allowed to board or go off-shore. Staff who are either symptomatic themselves or are a member of a household where someone else is unwell with symptoms of coronavirus should follow the stay at home guidance.

Staff should be given clear instructions on what to do if they develop symptoms and how and to whom they should report this.

11 Transport businesses

Transport is vital to support our economy and public services. It can continue if done in accordance with the social distancing guidelines wherever possible. This applies if you operate trains, buses, planes, ferries or other enclosed transport where staff on board cannot stay 2 metres away from each other or passengers at all times.



You remind all customers that they should only travel when essential, such as travelling to work when they cannot work from home, and that when they do so they should also remain 2 metres apart where possible.

You may consider the use of signage, e.g. floor markings, to signal 2 metre intervals to facilitate social distancing between passengers whilst transiting through transport hubs and on public transport.

You communicate that staff should wash their hands for 20 seconds or more and more frequently than normal.

Other customer facing staff that are not on board one of these transport modes (e.g. staff at a train station) should comply with the public health guidance applicable at the time, including principles of social distancing wherever possible.

You communicate that staff should move around the train, plane or ferry as little as possible to maintain distance from passengers. You increase the frequency of cleaning procedures on board and in terminal or stations areas, to ensure all areas are disinfected as often as is feasible.

Use of private vehicles and car pooling

When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others.

If the journey is essential, such as travel to work, and there is no option but to share a car with people who are not part of the same household, journeys should be shared with the same individuals and with the minimum number of people at any one time.

Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Private vehicles that are used by people from multiple households should be cleaned regularly using gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces.

Read further advice for staff in the transport sector.

12 Waste management businesses

Waste management is an important service for other businesses, public services and households. It can continue if done in accordance with the social distancing guidelines wherever possible. This applies if you operate a waste site where staff cannot be more than 2 metres apart at all times.

You should advise staff to wash their hands for at least 20 seconds more frequently than usual. Staff should also wash their hands each time before getting into enclosed machinery (such as fork lift trucks or crane grabbers), and wash their hands for 20 seconds or more, or use hand sanitiser when they cannot wash their hands, every time they get out.

To help with this, you should consider adding additional pop-up handwashing stations or facilities, providing soap, water and hand sanitiser.

On waste sorting and picking lines staff should observe the same rules as for Manufacturing. You should allow frequent cleaning and disinfecting of objects and surfaces that are touched regularly, using standard cleaning products, particularly at the end and beginning of shifts.

When staff are sharing an enclosed space, such as in refuse and waste collection vehicle cabs and are unable to maintain a 2 metre distance, they should wash their hands for 20 seconds or longer before getting into, or after getting out of, the vehicle, or use hand sanitiser where hand washing is not possible.

Where it is not possible to avoid having more than one person in the vehicle, teams should keep the windows of the vehicle open for ventilation, and be careful to avoid touching their face at all times. Staff should still be advised to keep 2 metres apart as much as possible.

The Waste Industry Safety and Health Forum (WISH) have published further advice relating to COVID-19 and the waste management industry.

Published 7 April 2020





APPENDIX 11: Site Operating Procedures (Construction Site) v1

Provided by the Construction leadership Council on the 23rd of March 2020. ³³

1. Introduction
2. Self-Isolation
3. Procedure if Someone Falls Ill
4. Travel to Site
5. Site Access Points
6. Hand Washing
7. Toilet Facilities
8. Canteens and Eating Arrangements
9. Changing Facilities, Showers and Drying Rooms
10. General Principles
11. Increase ventilation in enclosed spaces
12. Cleaning

1. Introduction

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

2. Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

3. Procedure if Someone Falls Ill

³³ <http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-23-March-2020-v1.pdf>



If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

4. Travel to Site

- Wherever possible workers should travel to site alone using their own transport and sites need to consider:
- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.

5. Site Access Points

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

6. Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

7. Toilet Facilities

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush



- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

8. Canteens and Eating Arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

- The workforce should also be required to stay on site once they have entered it and not use local shops.
- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
 - Payments should be taken by contactless card wherever possible
 - Crockery, eating utensils, cups etc. should not be used

Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced

- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

9. Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Avoiding Close Working
- There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

10. General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists



- Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion and contact at all times
 - Regularly clean touchpoints, doors, buttons etc.

11. Increase ventilation in enclosed spaces

- Regularly clean the inside of vehicle cabs and between use by different operators. Site Meetings
- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

12. Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.





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APPENDIX 12: Risk assessment – Safe place, Safe person, Sound information

Part 1: Risk assessment for coronavirus (COVID-19)

Risk assess each hazard and implement the necessary controls as appropriate. Provide awareness briefings to all affected workers and contractors, use the briefing record to capture their names. **Note:** *The assessment has been started – add to the assessment as appropriate.*

Description							
Prepared by (print)	Troy Houghton	Prepared by (sign)		Position	MD	Date	13 04 20
Authorised by (print)	Troy Houghton	Authorised by (sign)		Position	MD	Date	13 04 20

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when
				YES	NO	N/A			

1 - SAFE PLACE

R1	Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19	Employees The workplace remains open in line with Government guidance, but someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members	1 – On 27 March 2020 the government updated guidance on the closing of certain businesses and venues. https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance 2 – We are following Government advice applicable		x		N/A		
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		and those they come into contact with.	<p>to our workplace. GOV.UK: 4. “<i>Certain jobs require people to travel to their place of work – for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services.</i>”</p> <p>https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</p> <p>3 – On the 7th of April 2020 the Government published Sector Specific Guidance on Social Distancing in the workplace: We are following this for our industry. https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p> <p>4 – On the 7th of April 2020 the Government updated Guidance for employers and businesses; Social distancing: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>General indicators: a) We make regular announcements to remind staff and/or customers to follow social distancing</p>					
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			<p>advice and wash their hands regularly</p> <p>b) encouraged the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking</p> <p>c) provided additional pop-up handwashing stations or facilities if possible, providing soap, water, hand sanitiser and tissues and encourage staff to use them</p> <p>d) where it is possible to remain 2 metres apart, used floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form)</p> <p>e) 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</p> <p>f) where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible</p> <p>g) as much as possible, keep teams of workers together (cohorting), and keep teams as small as possible</p> <p>5 – Staggered shift patterns.</p> <p>a) splitting staff into teams with alternate days working from home, or splitting across a day and night shift</p>					
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			<p>b) as far as possible, where staff are split into teams, fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals</p> <p>c) spreading out standard processes, so that only one team needs to be on the premises to complete a task at a given time</p> <p>d) where it is possible to remain 2 metres apart, using signage such as floor markings to facilitate compliance, particularly in the most crowded areas. This includes entry points to buildings, toilets and communal break areas where queues may form</p> <p>6 - Employees will only be allowed to work if they are well and neither them nor any of their household are self-isolating.</p>						
R2	<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the workplace with CV19</p>	<p>Employees</p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees.</p>	<p>1 – A request has been sent to companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.</p> <p>2 – As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss</p>		x		NA		



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			<p>arrangements and control measures.</p> <p>3 - An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave.</p> <p>4 - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry.</p> <p>5 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p> <p>6 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p> <p>7 - This information has been passed onto employees.</p>						
R3	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>Someone becomes ill within the workplace</i></p>	<p>Employees, visitors</p> <p>Contracted CV19 by any means.</p>	<p>1 - Person will be removed to a designated area which is at least 2 metres away from other people.</p> <p>2 - The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>3 - The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non- </p>		x		NA		



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			healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 4 - This information has been passed onto employees.						
R4	Coronavirus (COVID-19) (CV19) Contaminated workplace	Employees, visitors A person catches CV19 due to contaminated surfaces.	1 - An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.). 2 - Hand sanitisers have been placed in the workplace. 3 - Extra hygiene requirements (handwashing etc.) are enforced. 4 - Multi-use handtowels are not used to dry hands. 5 - This information has been passed onto employees.		x		NA		
R5	Coronavirus (COVID-19) (CV19) Proximity, workplace gatherings	Employees A person catches CV19 due to working closely with an infected person.	1 – As per R1. A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.) 2 - This information has been passed onto employees.		x		NA		



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Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 – Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 – What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 – New control measures recommended 2 – Why the recommended control measures are not implemented 3 – General comments	By who	By when
				YES	NO	N/A			
2 – SAFE PERSON									
R6	Coronavirus (COVID-19) (CV19) General	Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.nhs.uk/conditions/coronavirus-covid-19/ 2 – The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees CV19: https://openwho.org/courses/introduction-to-ncov		x		NA		



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			<p>3 – Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</p> <p>4 – Additional consideration will be given to those employees who may be deemed to be at increased risk.</p> <p>5 – Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been implemented which considers Safe Place, Safe Person, Sound Information.</p>						
R7	<p>Coronavirus (COVID-19) (CV19)</p> <p>Self-isolation</p>	<p>Employees</p> <p>Employees are not aware of the need to self-isolate or how to self-isolate.</p>	<p>1 – NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</p> <p>2 – The need to provide an isolation certificate has been passed to employees.</p> <p>3 – Advice on how to self-isolate has been passed onto employees.</p>		x		NA		
R8	<p>Coronavirus (COVID-19) (CV19)</p> <p>Travel (Travelling abroad)</p>	<p>Employees</p> <p>Travelling abroad for work to any area.</p>	<p>1 – FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice (FCO)</p> <p>All travel has been suspended.</p> <p>2 – UK Government has issued a COVID-19 Exceptional Travel Advisory Notice.</p>				NA		



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			<p>All staff are strongly advised to return to the UK while there are still commercial routes available. Many airlines are suspending flights and many airports are closing, preventing flights from leaving advises against all non-essential travel.</p> <p>3 – Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented.</p> <p>4 – Advice and guidance on travelling has been passed onto employees.</p>						
R9	<p>Coronavirus (COVID-19) (CV19)</p> <p>Travel <i>(Returning from travelling abroad)</i></p>	<p>Employees</p> <p>Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.</p>	<p>1 – CIPD provides advice for travellers returning to work from affected areas: https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak (CIPD)</p> <p>2 – This advice or how to access it is passed onto employees.</p>		x		NA		
R10	<p>Coronavirus (COVID-19) (CV19)</p> <p>Booked annual leave</p>	<p>Employees</p> <p>Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.</p>	<p>1 – Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area. <i>(a failure to allow short notice cancellation could pressure employees to travel to affected destinations).</i></p>		x		NA		
R11	<p>Coronavirus (COVID-19) (CV19)</p> <p>Symptomatic or exposed employee(s)</p>	<p>Employees, general public, family members</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close</p>	<p>1 – Employee(s) is/are advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>2 – If NHS 111 or a GP determines the employee is symptomatic and unfit for work,</p>		x		NA		



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	<i>Presenteeism</i>	<p>contact with someone with CV19.</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell.</p>	<p>they will be treated as off sick as per normal policy.</p> <p>3 – Symptomatic employees will be sent home.</p> <p>4 – If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>5 – Working from home has been considered. A specific homeworking risk assessment will be conducted if needed.</p> <p>6 – As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a 'medical suspension'.</p> <p>7 – This advice or how to access it is passed onto employees.</p>						
R12	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>Employee(s) who have contracted CV19</i></p>	<p>Employees, general public, family members</p> <p>Contracted CV19 by any means.</p>	<p>1 – If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy.</p> <p>2 – If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature,</p>		x		NA		



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			<p>they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>3 – The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>4 – Personal Protective Equipment has been provided relative to activities.</p> <p>5 – This information has been passed onto employees.</p>						
R14	<p>Coronavirus (COVID-19) (CV19)</p> <p>First Aid Training / CPR Manikin</p>	<p>Employees</p> <p>Employees are exposed to risks from CV19 due to providing First Aid in the workplace, or, from the use of CPR Training on Manikins.</p>	<p>1 – Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>		x		NA		



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			2 – Advice on Manikin Hygiene is sought from reputable providers. https://www.qualsafe.com/PDFs/QA%20COVID-19%20Info.pdf						
Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when
				YES	NO	N/A			
3 - SOUND INFORMATION									
R15	Coronavirus (COVID-19) (CV19) Lack of accurate information / a failure to disseminate information	Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	1 - Monitoring. We have designated a CV19 Appointed Person. Responsibilities include: a) Signing up to the UK Gov CV19 immediate updates: https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response		x		NA		



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			<p>b) Monitoring relevant Websites and News outlets.</p> <p>2 - Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).</p>						
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If the risk assessment is updated the briefing of the changes must be recorded.

Guidance Note – IMPORTANT: If you feel your health, safety or security is at risk at any time, you must stop work immediately and seek advice.



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APPENDIX 13: Stay at Home guidance for households

Criteria and guidance applied as of 17/03/2020:

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

DAY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																						
Example household 1	A	X							✓													
	B				X							✓										
	C															✓						
	D															✓						
Example household 2	A	X							✓													
	B				X							✓										
	C													X							✓	
	D															✓						

Key: X = when illness started - first day of symptoms
✓ = allowed to go out again