

Introduction

The Company is committed to ensuring the health and safety of all employees. To this end, this tool box talk sets out steps that the Company is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon employees.

Symptoms

It can take up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- **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)
- **a 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

Compare symptoms of coronavirus, flu and cold

Symptoms	Coronavirus <i>Symptoms range from mild to severe</i>	Flu <i>Abrupt onset of symptoms</i>	Cold <i>Gradual onset of symptoms</i>
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
A loss of, or change in, your normal sense of taste or smell (anosmia)	Common	Sometimes	Sometimes
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Mild shortness of breath	Sometimes	No	No
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

If you have any of these symptoms, you must book a test via your relevant government testing service. On the results of that test either positive or negative you are to follow the instructions from the relevant government testing service.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 10 days, then use the NHS online coronavirus (COVID-19) service. If you do not have internet access, call NHS 119. For a medical emergency dial 999.

We will need you to confirm the following and provide us with the following information:-

- Recent travel

- Social interactions with confirmed cases
- Social interactions with those in isolation
- Personal symptoms
- COVID-19 related medical history i.e. tested / recovered etc.

Displaying Symptoms – Test & Trace

Staff must self-isolate immediately if:

- you have any symptoms of Coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app
- you arrive in the UK from a country with a high coronavirus risk
- you have come in 'close contact' to someone who has tested positive for Coronavirus

'Being close to' could mean:

- Being face to face with someone who is closer than 1 meter from you at any length of time.

Or

- Being within 1-2 meters of someone for more than 15 minutes.

If any of those close contacts are co-workers, the person who has developed symptoms may wish to ask their employer to alert those co-workers. At this stage, those close contacts should not self-isolate, but they:

- must avoid individuals who are at high-risk of contracting COVID-19, for example, because they have pre-existing medical conditions, such as respiratory issues
- must take extra care in practising social distancing and good hygiene and in watching out for symptoms
- will be better prepared if the person who has symptoms has a positive test result and if they (the contact) receive a notification from the NHS test and trace service explaining they need to self-isolate

If your test shows you have coronavirus, you will be contacted by text, email or phone and will be asked to provide information about the people you have been close to recently.

After 10 days

- **If you still have a high temperature**, you must stay home and away from people until you feel better.
- **If you only have a cough and/or loss of sense of taste or smell** you don't have to stay home and away from people any more.

Everyone else you have been in close contact with will have to stay at home for 14 days from the first day you felt unwell even if they feel well

Any non-household contacts who need to self-isolate will be contacted by the NHS test and trace service. They will receive a formal notification (either a phone call, letter, email or text message) setting out how long they need to self-isolate for.

Do not come to work if:

- You develop a high temperature, new or persistent cough or a loss/change of smell/taste
- Are living with someone who has entered self-isolation.
- You have been notified by the NHS Test & Trace to self-isolate.
- You are clinically extremely vulnerable.
- You've been told to shield by a medical professional.

Travel to & from work

- Workers should travel to work alone by either walking or cycling if possible. If not possible then next to be considered is driving to work.
- Avoid public transport where possible, if not possible stick to social distancing as much as is reasonably practicable, use contactless payment methods & tickets and plan a journey to minimise crowded areas.
- If you must use public transport you might want to wear a face covering such as a scarf or mask along with carrying hand sanitiser and regularly disinfecting your hands on your journeys.
- It is advised people who travel to work together is limited - sit as far away as the vehicle allows.
- It is advised if you travel in a crew, you ensure it is the same crew members each day to reduce the risk of exposure to multiple people.
- When arriving to work location, maintain a verbal greeting only – No shaking hands or personal contact, follow social distancing guidelines as much as is possible.

When you arrive at work the entrances & exits might have changed, we've done this to prevent cross contamination from staff arriving and leaving. Please follow any new site entrance and exit procedures accordingly.

SOCIAL DISTANCING

In order to slow the transmission rate of COVID-19, a social distancing of minimum 2 metres is required to be maintained.

Always keep at least the 2m away from all employees at work. This should be maintained when you are working and during breaks.

Bring your own meals and refillable drink bottles, where possible.

Only hold meetings that are absolutely necessary with minimum number of people maintaining the 2m rule. Carry out meetings virtually if possible.

Arrangements for one individual to use the same tool, equipment and plant as much as possible. Cleaning materials will be made available for all tools to be wiped down with disinfectant between each user.

Personal Hygiene Do's & Don'ts

DO

- Wash your hands often and properly for at least 20 seconds with soap and hand sanitiser.
- Cover your mouth and nose with a tissue or your sleeve (if no tissue are available) when you cough and sneeze.
- Put used tissues into a bin and wash your hands.

DON'T

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects e.g. mobile phones, pens, cups, tools and other stationary etc.

Wash your hands properly and often

You should wash your hands:

- After coughing, sneezing or blowing your nose.
- Before and after eating.
- After using the toilet.
- After handling rubbish.
- After touching or handling money.
- After touching high touch points (Such as entrance doorways & exits, kitchen taps, coffee machines, kettles, shared printers, etc).
- If you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing).
- Before and after being on public transport, if you must use it.
- Before and after being in a crowd (especially an indoor crowd).
- When you arrive and leave buildings including your home or anyone else's home.
- If you have handled animals or animal waste.
- Before having a cigarette or vaping.
- If your hands are dirty.

Ensure you look after your hands as all the excess cleaning may cause irritant contact dermatitis, which has symptoms such as dry/cracking skin, irritation, rawness and even bleeding. Keeping hands well moisturized with a plain non-perfumed moisturizer frequency should help prevent symptoms.

Review

All control measures will be reviewed on a regular basis by the management and in the following specific circumstances:

- After new Government advice.
- During different lock-down phases.
- When new developments occur in treatment, testing & vaccines.
- After a suspected COVID-19 case or outbreak.

And most importantly if you as employees have any feedback/suggestions or alterations to the control measures. Please highlight any issues or areas for improvement as soon as you can.

Question field “What you do if you fall ill at work and develop COVID-19 symptoms?”

If you develop COVID-19 symptoms while at work, you should

1. Report to supervisor/management immediately via phone/email (Not face to face to reduce the likelihood of transmission)
2. Avoid touching anything

3. Leave site immediately and contact 119.
4. Follow guidance advised by the NHS team.
5. Do not return to work until your self-isolation period is completed. Once returning to work, a return to work certificate should be available to management.

I accept and confirm I have read and understood the above text and will practice this during my work and report any of my concerns to my line manager or supervisor.