

Coronavirus (COVID-19)

To be prepared in case the Coronavirus (COVID 19) spreads more widely in the UK, the business will consider some simple steps to help protect the health and safety of our people.

We are now taking the decision and now advising anyone who is:

- **Over 70 to go home until further notice, whether they can work from home or not**
- **Have an underlying health condition to now stay at home until further notice.**
- **All pregnant women to go home until further notice, whether they can work from home or not.**
- **Anyone who can work from home (taking their desktop if necessary) should now do so.**
- **Site service employees should split into shifts and avoid coming to the base unless there is specific work to do.**
- **Workshop employees should split into shifts with no handover, and where there is lack of work they should be sent home**

To now go and work from home. If you fall into one of the above categories but cannot work from home, you must still go home and self-isolate.

PLEASE REMEMBER THE GOVERNMENT GUIDANCE IS 12 WEEKS ISOLATION

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:

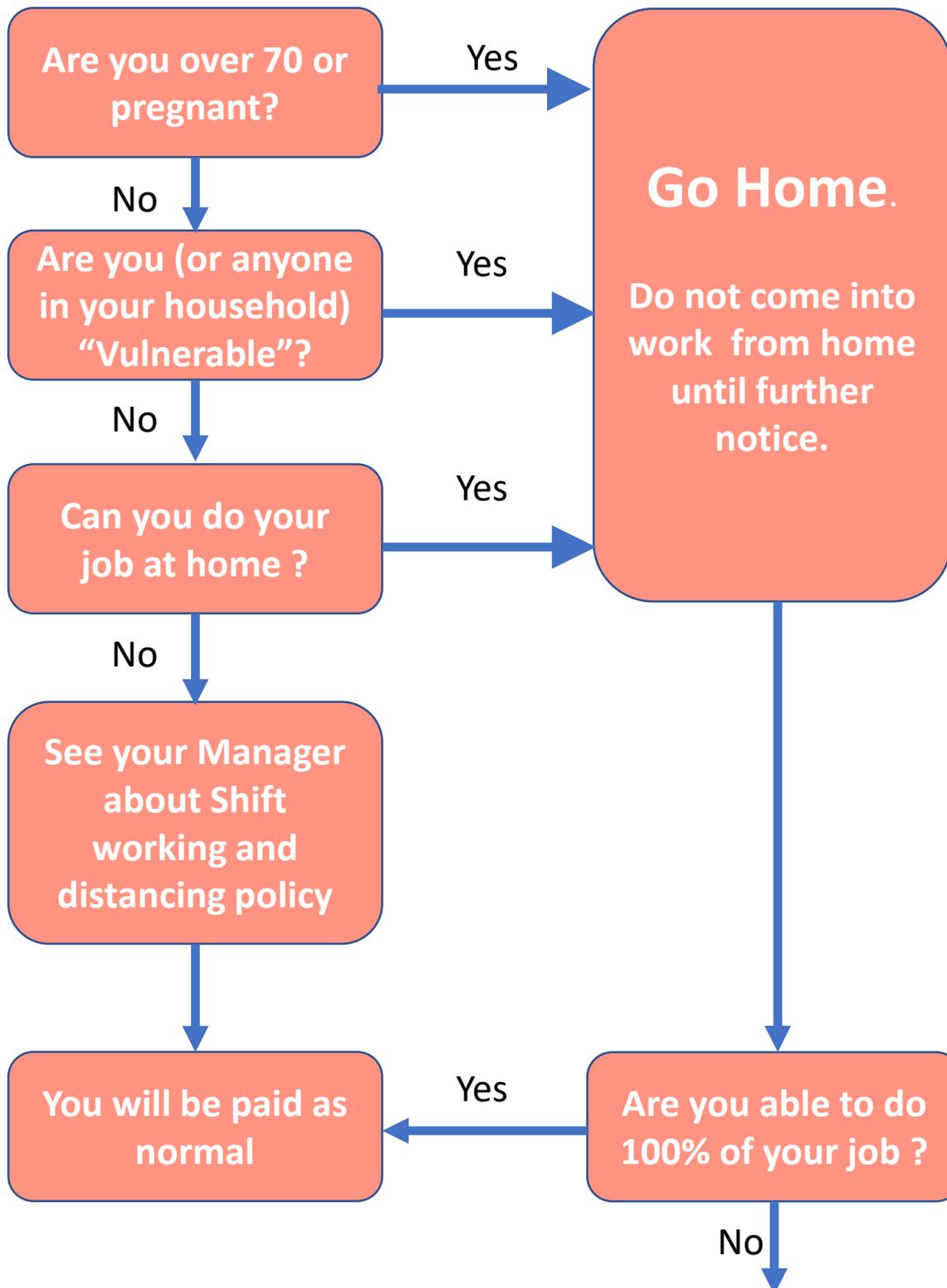
1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport when possible
3. Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure center's and similar venues are currently shut as infections spread easily in closed spaces where people gather together.
4. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
5. 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.

Please see the basic flow chart below:

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You will be paid in accordance with Government Guidance

1. SSP will be paid for Self Isolation
2. SSP will be paid to Vulnerable Cases & Carers or Personnel who are asked to go home but cant work from home

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Successful Working From Home

1. If you're working from home (WFH), then enjoy the lay-in. There's every chance your total commute will give you a few precious moments in bed. Make the most of them. You deserve it.
2. Once you're up and about, have a good breakfast. Remember, you don't have to rush to catch a train, bus or hop in a car. Fuel yourself until lunchtime so you're not tempted to snack.
3. We know you're not at work but this tip is golden. **IF YOU ARE NOT SELF ISOLATING** - Make yourself presentable and leave your home - take a short walk to get a coffee/newspaper walk the dog etc. When you return, imagine you're entering your office. If you want to work like you're in an office then treat your home like one.
4. Draw up a quick list of all the distractions you could be doing if you were at home. Like watching TV, playing video games, reading, catching up with friends etc. Keep this list somewhere you can see it during the day - this is your reward once your work day is over.
5. It's lunchtime! There's no need to queue up for a sandwich or make small talk with people at your desk. Move away from your laptop, sit down and enjoy whatever you fancy. Put your feet up and relax. It's your break so do what you like with it.
6. Keep yourself hydrated at all times and have something nutritional nearby to maintain your concentration levels. Nuts are great for this but research what works best for you.
7. Have the radio or some music on in the background as you might do at work. If you don't, try something playing in the background so you don't feel like you are alone. Of course, if you have a busy household you might be looking forward to some peace and quiet so make sure everyone around you knows when they can and can't disturb you.
8. Before thinking about ending for the day - communicate with your colleagues. Is there anything else you can do? Is there anything they need? Ensure nothing is left to chance before you log off for the day.
19. And relax. Well, not quite yet. Log out, pack up - whatever you need to do to finish for the day. Leave no trace of work that will tempt you to return. Now take a deep breath, remember that list from point 4? Go ahead, you've earned it.

GET SUPPORT

During times of stress it helps us to stay connected. Keep in touch with friends and family where you can. Use instant messenger to communicate with your colleagues if you are feeling out of the loop or need to talk to someone.

Look after yourself and set aside time to prioritise self-care

For information about mental health and coronavirus visit: - Mental Health Foundation's tips for looking after your mental health during the coronavirus outbreak - Mind: Coronavirus and your wellbeing If you're feeling anxious or isolated, remember that support is out there.

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LOOK AFTER YOURSELF AND SET ASIDE TIME TO PRIORITISE SELF-CARE

Try

Get moving! Physical and mental health are connected – so eat well and exercise to release endorphins. Find a fun activity that suits you and your schedule.



Setting aside time to have fun or indulge yourself – positive emotions can help build a buffer against stress.

Learning a new skill – whether painting, playing guitar or a new language.



Sharing how you're feeling – it's OK to ask for help and support.

Switching off from distractions – make time for yourself as a regular part of your routine. Schedule a reminder if you need to.



Avoid

Overdoing it on sugar, caffeine or alcohol – they're a quick fix which can increase stress in the long term.



Overworking and checking your emails out of hours – we all need time to unwind.



Spending **too much of your free time** in front of a screen – phone included. Don't feel pressured to always be 'doing' something.

Chasing perfection – it can create unrealistic expectations. Accept that mistakes will happen.



Bottling up your feelings and assuming they will go away – this can make things worse in the long run.



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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