

COVID-19 Update

17th March 2020

(Information from Public Health Agency, NHS, Gov.uk online & UK Prime Minister COVID-19 Briefing)

Instructions regarding Symptoms:

COVID-19 is a new illness that can affect your lungs and airways.

If you show symptoms of a:

- New Continuous Cough
and / or
- High Temperature

Stay at home for 7 days.

Notify your manager and follow normal absence reporting procedures (e.g. if employed within P&O Group ring PAMS).

If, after 7 days you no longer have a high temperature, you can return to your normal routine. If you still have a high temperature, stay at home until your temperature returns to normal.

If you live with other people, they should stay at home for 14 days from the day the first person got symptoms.

If after 14 days, anyone you live with who does not have symptoms can return to their normal routine.

But, if anyone in your home gets symptoms, they should stay at home for 7 days from the day their symptoms start. Even if it means they're at home for longer than 14 days.

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.

If you live with someone who is 70 or over, or has a long-term condition, or is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.

If you have to stay at home together, try to keep away from each other as much as possible.

- Do not go to a GP Surgery, Pharmacy or Hospital.
- You do not need to contact NHS 111 to tell them you're staying at home.
- Testing for Coronavirus is not needed if you're staying at home.

Calling your GP directly is only necessary if you have:

- An existing health condition.
- Problems with your immune system.
- Very serious symptoms.

If after 7 days, you no longer have a high temperature you can return to your normal routine.

If you still have a high temperature, stay at home until your temperature returns to normal.

If you still have a cough after 7 days, but your temperature is normal, you do not need to continue staying at home. A cough can last for several weeks after the infection has gone.

UK Government states that for most people, coronavirus (COVID-19) will be a mild infection.

Use the NHS 111 online Coronavirus service www.111.nhs.uk if:

- You feel you cannot cope with your symptoms.
- Your condition gets worse.
- Your Symptoms are not getting better.

Only call NHS 111 if you cannot get help online.

- If it is a medical emergency and you need to call an ambulance, dial 999 and inform the operator of your symptoms.

Guidance from Prime Minister and Chief Medical Officer:

- Stop non-essential contact with others.
- Stop all unnecessary travel.
- People should consider working from home where they possibly can.
- Avoid social gatherings including pubs, clubs, theatres and other social venues.
- Only use or contact the NHS in an emergency.
- People who should take particular care:
 - Persons over 70 or
 - Adults under 70 who have a significant health condition (e.g. adults who would normally be advised to have the flu vaccine including those with chronic diseases) and
 - New and Expectant Mothers.

The above particulate care cases should continue to take GP / Maternity Care Advice.

Preventive Measures:

- Hand washing, not touching your face and covering your mouth and nose while sneezing and coughing still remains the best method of protection. See Catch it, Bin it, Kill it.
- Wash your hands regularly should include before eating, drinking or smoking / Vaping and prior to leaving work to go home.
- Put used tissues in the bin straight away.
- **Wash your hands** with soap and water often – use hand sanitiser gel if soap and water are not available.
- Try to avoid close contact with people who are unwell.
- Clean and disinfect frequently touched objects and surfaces.
- **Do not** touch your eyes, nose or mouth if your hands are not clean.

Preventive Measures which you can take within your work area:

- Maintain good hygiene and consideration to colleagues.
- If you are sharing a phone / keyboard / workstation with other shifts and colleagues, staff should wipe these down with disinfectant wipes at the start of their shift and on a regular basis.

- Staff to wipe down regularly any counters, door handles, door plates in their own offices regularly.

The company continues to monitoring developing situations and additional guidance and details of any additional control measures will be communicated to all staff.