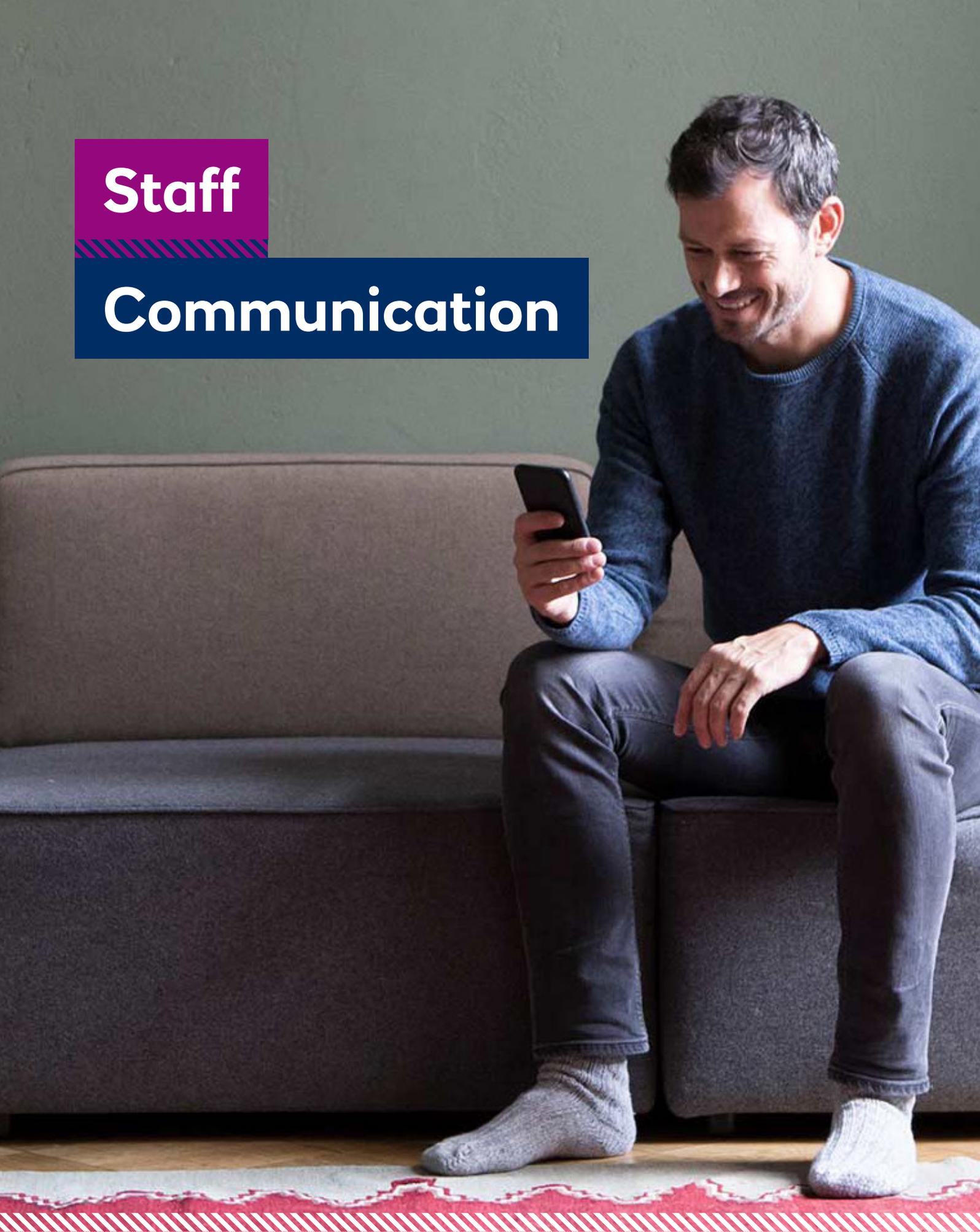


Staff

Communication



Company name:

Workplace / Activity / Equipment:

Coronavirus (COVID-19)

Script

The new coronavirus disease, officially named COVID-19, has been declared a pandemic by the World Health Organization. As the virus continues to spread extensively, it's posing a significant challenge to many organisations, including ours.

The aim of this Tool Box Talk is to provide an overview of the current coronavirus situation. It explains what the virus is and gives advice on how we are responding to the threat and how we can support employees by being prepared, particularly looking after employees' health and safety and developing flexible resourcing plans.

Background

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as MERS-CoV and SARS (Cov).

COVID-19 spreads in a similar way to flu, where there is close contact between people. If someone with the virus coughs or exhales and is within around 2 metres of someone else, the other person could catch it by breathing in droplets of infected fluid.

People can also catch it by touching contaminated surfaces or objects. Most people infected with the virus have mild symptoms and recover, but some experience more serious illness and may need hospital care. People over 40 seem to be more vulnerable, as are those with weakened immune systems or an underlying health condition such as diabetes, cancer and lung disease.

The incubation period of COVID-19 is between 2 and 14 days. Common signs of infection include a fever, a cough and difficulty in breathing.

Company name:

Actions

Unless you have the right under the employment contract to force an employee to work from home, consider alternative solutions. This could include –

- **Keep up to date with Government and public health advice:**

This is a very fast moving issue. We will keep up to date daily with the situation as it develops by using official and expert medical sources such as GOV.UK, the National Health Service and NHS 111 online coronavirus service. Government information is being updated daily

- **We are also keeping in touch with RBS Mentor for H&S and Employment Law advice**

- **We have also temporarily restricted non-essential visitors**

- **Employees should only attend work if they are symptom free and have not been in contact with anyone who in the last 14 days has been diagnosed with Covid-19**

- **Self-isolation if you are experiencing the symptoms below**

- High Temperature (above 37.8oC)
- A new and continuous cough
- If anyone is experiencing these symptoms they should self-isolate for 7 days and anyone in their household should self-isolate for 14 days
- Seek medical advice only if symptoms are serious

- **Use the basic but effective ways to help prevent the infection's spread, including:**

- Staff to wash hands prior to coming to work
- Ensure you observe social distancing on your journey to work
- Avoid sharing transport unless this is with a fellow householder
- Wash your hands on arrival at work
- Making sure our workplace is clean and hygienic
- Observe safe working distances of at least 2 metres
- Use appropriate PPE – masks and gloves where deemed appropriate
- Regular and thorough hand-washing throughout your shift
- Use and bin tissues where required
- Wash your hands before you leave work and keep social distancing on your journey home
- Follow government “Stay at Home” guidance when not at work

