



Occ. Health/Medical Dept. tel: internal 3298/3333

**Boulby Control Room Operator 01287 646552 Medical Centre 01287 646523**

**Teesdock Control Room Operator: 01642 770500 (internal 4500)**

sickness absence line on **01287 646 652**

Date: Wednesday 18<sup>th</sup> March 2020 Update #4

### **Coronavirus (COVID-19): Latest information and advice.**

This briefing has been prepared in order to keep you updated on what we know about coronavirus and what steps we are taking to ensure your safety. We will provide further updates as and when appropriate.

#### **Current Status**

Within the UK the situation is less restrictive than main land Europe. However, this is a dynamic time and the situation may change. Currently there is no restriction on freedom of movement within the UK.

**It is important if you have the symptoms listed below then the sooner you react the better, for the protection of your health and that of others.**

#### **What do you need to do?**

Information provided from the government website.

##### **Stay at home if you have coronavirus symptoms**

Stay at home if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital. This will help to protect others in your community while you are infectious.

##### **How long to stay at Home?**

- If you live alone and you have symptoms of coronavirus illness, however mild, stay at home for **7 days** from when your symptoms started. (See [ending isolation](#) section below for more information.
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- for anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. (See [ending isolation](#) section below for more information

- if you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period
- if you cannot move vulnerable people out of your home, stay away from them as much as possible
- if you have coronavirus symptoms:
  - do **not** go to a GP surgery, pharmacy or hospital
  - you do not need to contact 111 to tell them you're staying at home
  - testing for coronavirus is not needed if you're staying at home
- plan and ask others for help to ensure that you can successfully stay at home and consider what can be done for vulnerable people in the household
- ask your employer, friends and family to help you to get the things you need to stay at home
- wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitizer
- if you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the [NHS 111 online](#) coronavirus service. If you do not have internet access, call NHS 111. For a medical emergency dial 999

Information sourced from the [www.gov.uk](http://www.gov.uk) website.

### **Actions to take in the workplace**

1. If you are showing signs and symptoms and you are in the workplace and you live **ALONE**, make your Line Manager aware and make your way home immediately. Line Managers should then inform HR that an employee has gone home to self-isolate for **7 days**.
2. If you are showing signs and symptoms and you are in the workplace and you live **WITH OTHERS IN YOUR HOUSEHOLD**, make your Line Manager aware and make your way home immediately. Line Managers should then inform HR that an employee has gone home to self-isolate for **14 days**.
3. If an employee receives a call from a family member who are showing signs and symptoms, make your line manager aware and make your way home immediately you should self-isolate for **14 days**. Line Managers should then inform HR that an employee has gone home to self-isolate for **14 days**.
4. Where an employee's work colleagues have been potentially exposed, but they show no signs or symptoms then the colleagues can remain in the workplace. If they then go on to show any signs or symptoms, then they should inform their line manager and make your way home immediately. Line Managers should then inform HR that an employee has gone home to self-isolate for **7 days** if they live **ALONE** or **14 days** if they live with **OTHERS**.
5. The company is constantly monitoring this situation. Currently there are no school closures in place that we are aware of. However as further information is made available, we will consider this and provide further updates.

**If in doubt, please call the medics on Occ. Health/Medical Dept. tel: internal 3298/3333  
or Medical Centre 01287 646523**

## What to do if you think you may have coronavirus, or you have been in close contact with someone who has:

If you are at work and start to show signs and symptoms of the virus then please call the sickness absence line on **01287 646 652** and provide details.

Further advice can be found on the [www.nhs.uk](http://www.nhs.uk) or [www.gov.uk](http://www.gov.uk)

### Barriers to Risk – What we are doing

#### 1. Communication:

Asking people to wash hands on a regularly basis, with soap and water for a minimum of 20 seconds – these instructions issued by the WHO

- o Signs have been posted within all washrooms.
- o hand sanitiser wipes are now in place in various site locations, please use as required.

Regular communication to all staff specifically relating to Coronavirus. UK and local information, fact and figures. In addition, guidelines and instructions.

Reinforced the message: “if you suffer the symptoms, or are un-sure, then **DO NOT** report to work and self-isolate. If instructed to self-isolate, then do so and phone the sickness absence line on **01287 646652**.”

#### 2. Operational Staff and Operations

A risk assessment has been drawn up regarding operational controls for example manriding/other areas to reduce contact between employees and cleaning equipment before usage.

Maximum 20 persons within the cage entering and exiting the mine. (8 per deck in the bottom and middle decks and 4 in the top deck).

Split shift times (into two for each production area) to reduce the number of people congregating within the main foyer. This has been implemented for the Infrastructure Department as from Monday 16th and will be implemented on Friday 20<sup>th</sup> March for the Production Department due to the logistics of organising staggered shift times.

Teesdock are implementing the following;

- Focusing on distance and touch of employees,
- Washing hands prior to starting hands and regularly during shift and on leaving work.
- Shift supervisor, weighbridge and loaders have been issued nitrile gloves, for interaction with others and the use of distance separation where possible.
- Ships crews are not permitted to leave the vessel.
- Break times have been staggered and a distancing approach have been implemented, sprays and wipes have been provided.
- Only EHS work completed by contractors is to be carried out, to help reduce the number of employees coming to site.
- The visitor’s questionnaire has been provided to hauliers.

### 3. Reducing staff and personnel on site

Working from home as required by those who can:

- IT systems checked and old laptops have been recommissioned.
- Staff are completing a questionnaire to confirm they have the facilities.
- A 'working from home' guideline will be distributed to assist staff to work efficiently and effectively at home. (a 'how to' document)

Only major approved visitors / contractors are now allowed on site – a checklist has been drawn up, which will need to be completed in advance of the visit to site. All requesting managers have been informed. A letter to contracting and service providers will be sent this coming week.

### 4. General Personal Guidelines to all:

- Reduction of groups meeting at any one time. Reduced to 10 (maximum).
- Increase distance between employees
- Use of Nitrile gloves / hand wipes where possible and available Every 'second seat' has been removed from meeting rooms to create space between persons.
- Cleaning around site taking place on a regular basis (hourly) – door handles, light switches, work surfaces and any other high-risk areas
- The Gatehouse shall check all visitors for status of health by checklist questionnaire and temperature check.

Thank you all for your patience and co-operation and effort to see this situation through as safely and efficiently as possible. The safety of you, your families and of course the business as a whole is our collective objective.

### Infection control and prevention

What should I do to prevent catching and spreading the virus?



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



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



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

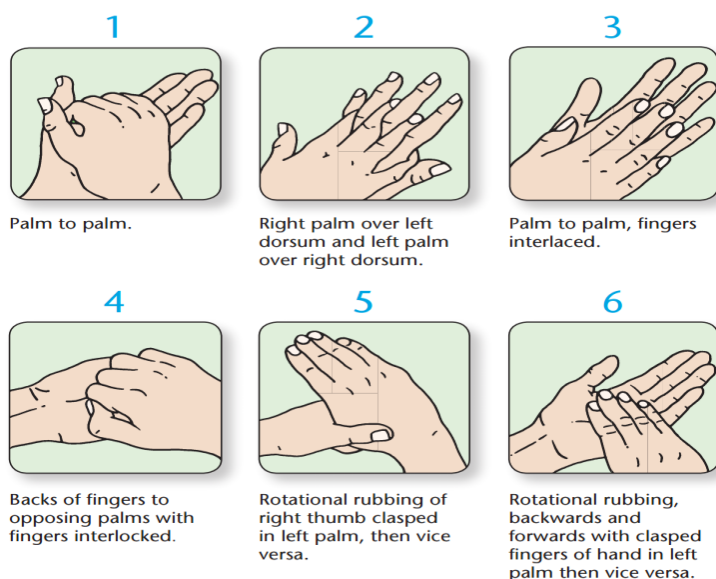
#### Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- 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
- try to avoid close contact with people who are unwell

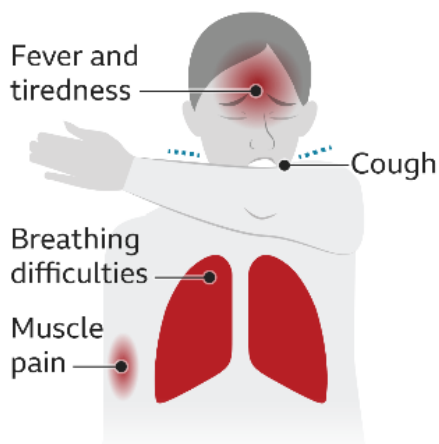
#### Don't

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

Good regular hand washing will assist in keeping the risk of cross contamination low. Normal soap and water will suffice in keeping hands clean, although hand sanitiser may also be used. The NHS recommends the following technique as being the most effective:



What are the symptoms?



**If you think you might have the virus, these are the symptoms to look out for**

Hands should then be dried with disposable towels or hand dryer.

### Advice for people who think they may have coronavirus

- Step 1** Do not go to a GP surgery, pharmacy or hospital
- Step 2** Those with a 'new, continuous' cough or a high temperature should self-isolate for seven days
- Step 3** If symptoms persist or worsen, in England go online to [111.nhs.uk](https://111.nhs.uk), in other parts of the UK call 111
- Step 4** A medical professional will give you advice on what to do next
- Step 5** You may then be tested for the virus

COVID-19 compared to other common conditions				
SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes*	No
Runny nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

\*Sometimes for children

Sources: CDC, WHO, American College of Allergy, Asthma and Immunology BUSINESS INSIDER

Source: NHS England/Public Health England

BBC

# Self-isolation/Quarantine advice - Coronavirus

## What does self-isolating mean?

If you have been told to self-isolate, you need to stay indoors and avoid contact with other people for 7 days.

It is important to follow the advice for the whole period, even if you do not have any symptoms.

DO	
<ul style="list-style-type: none"> <li>✓ Stay at home and separate yourself from other people – for example, try not to be in the same room as other people at the same time</li> <li>✓ ask people not to visit your home while you're self-isolating; if you need a healthcare or care visit at home during this time, tell them in advance that you are self-isolating so they can follow their local employer's guidance</li> <li>✓ only allow people who live with you to stay</li> <li>✓ stay in a well-ventilated room with a window that can be opened</li> <li>✓ ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines or taking children to school.</li> </ul>	<ul style="list-style-type: none"> <li>✓ make sure you tell delivery drivers to leave items outside for collection if you order online</li> <li>✓ clean toilets and bathrooms regularly</li> <li>✓ think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves</li> <li>✓ use separate towels from anyone else in the household</li> <li>✓ wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery</li> <li>✓ stay away from your pets – if unavoidable, wash your hands before and after contact.</li> </ul>
DO NOT	
<ul style="list-style-type: none"> <li><b>X do not invite visitors to your home or allow visitors to enter</b></li> <li><b>X do not go to work, school or public areas</b></li> </ul>	<ul style="list-style-type: none"> <li><b>X do not use public transport like buses, trains, tubes or taxis</b></li> <li><b>X do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home</b></li> </ul>

## If you live in shared accommodation

- stay in your room with the door closed, only using communal kitchens, bathrooms and living areas when necessary and avoid using a shared kitchen while others are using it.
- take your meals back to your room to eat.
- use a dishwasher (if available) to clean and dry your used crockery and cutlery; if this is not possible, wash them by hand using detergent and warm water and dry them thoroughly, using a separate towel.

## What if I develop symptoms?

If you get a cough, a fever or shortness of breath, call your local doctor/health authority and tell them you have been asked to self-isolate because of coronavirus. Even if the symptoms seem mild, it is better to call

## I am finding this hard to do.

for advice. Call NHS 111

For some people self-isolation can be boring or frustrating. You may find your mood and feelings being affected and you may feel low, worried or have problems sleeping.

There are simple things you can do that may help, such as staying in touch with friends and relatives on the phone or by social media and you may find it helpful to talk to them, if you want to. Keep in regular touch with your manager, HR team and colleagues.

## Mental Health

As Anxiety UK's Nicky Lidbetter explains, the fear of being out of control and unable to tolerate uncertainty are common characteristics of many anxiety disorders. It's understandable that many individuals with pre-existing anxiety are facing challenges at the moment.

So how can we protect our own mental health?

- Limit the news and be careful what you read
- Have breaks from social media and mute things which are triggering
- Wash your hands but not excessively
- Stay connected with people
- Avoid burnout

For further information please follow the link below.

<https://www.bbc.co.uk/news/health-51873799>

[The charity Mind has information you might find helpful.](#)

## Advice for people travelling abroad

If you're planning to travel abroad and are concerned about coronavirus, check the [country by country travel advice on GOV.UK.](#)

**Further updates will be provided as and when appropriate**