

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: Friday 17th April 2020 Update #9

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

Introduction

Once again, thank you all for your individual and group efforts during these unusual and challenging times. With us now passing the four weeks of the national 'lockdown' and with a necessary extension to our current Barriers of Control, your minds are understandably consumed by the situation and how this is affecting not only our workplace but more importantly your homes and families. It is assuring though to know that we all continue to retain the support from our local and regional stakeholders, our customers, our regulators and from ICL as to how we are continuously improving our Barriers of Control and furthermore how we are supporting those directly affected.

Our primary objective remains: The **safe** production and processing of products of Polysulphate. If it cannot be done safely, we won't. With your attention and team approach on the ground we will find the necessary 'Point of Contact' solutions during this period of heightened awareness and sensitivity. This will all get better.

Today's briefing below once again covers the current and additional control measures towards maintaining vigilance in the identification and reduction of "exposure risk". Please take time to read and discuss the details with your colleagues, teams and manager. Remind yourself of ALL the basic guidelines to managing the risk. **Complacency is our common Enemy**

We've also added a document below that you can use in your workplaces today to confirm and reinforce your control measures and to identify any improvements that can be recommended and made.



audit aide
memoir.doc

please see attached document on the email

Below is a link to an easy to use guide on what to do.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874281/COVID-19_easy_read.pdf

Where you feel that this document would be useful to share with your family then please do so, it helps to provide them with information on the control measures and barriers that have been put in place to help keep you safe.



Section 1 - Looking after your health and wellbeing

To help yourself stay well while you're at home:

- stay in touch with family and friends over the phone or on social media
- try to keep yourself busy – you could try activities like cooking, reading, online learning and watching films
- do light exercise at home, or outside once a day

For more information and advice and tips, see the links below:

- [Every Mind Matters: 10 tips to help if you are worried about coronavirus](#)
- [Every Mind Matters: how to look after your mental wellbeing while staying at home](#)
- [NHS fitness studio: exercises you can do at home](#)

Via the government link below there is some useful information and answers to frequently asked questions

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

The embedded document below has some useful hints and tips about self-isolation covering work, routine, staying connected, nature and free time.



07.04 NH_Employee
Coronavirus Self Iso

please see attached document on the email

Whilst we are learning and adapting to these unknowns and changing circumstances that we find all ourselves in, it can be a stressful time, especially when activities / plans are restricted and we look for things to keep us occupied. The following posters from the WHO may be a useful review to stay healthy during this time.

The UK government released last night an extension of 3 weeks to the current lockdown arrangements, also highlighting that further lockdowns may continue into the summer to prevent continued eruptions of hotspots.

Coping with stress during the 2019-nCoV outbreak



It is normal to feel sad, stressed, confused, scared or angry during a crisis.

Talking to people you trust can help. Contact your friends and family.

If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.



Don't use smoking, alcohol or other drugs to deal with your emotions.

If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.

Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.



Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.



Helping children cope with stress during the 2019-nCoV outbreak



Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc.

Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.

Children need adults' love and attention during difficult times. Give them extra time and attention.

Remember to listen to your children, speak kindly and reassure them.

If possible, make opportunities for the child to play and relax.



Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.

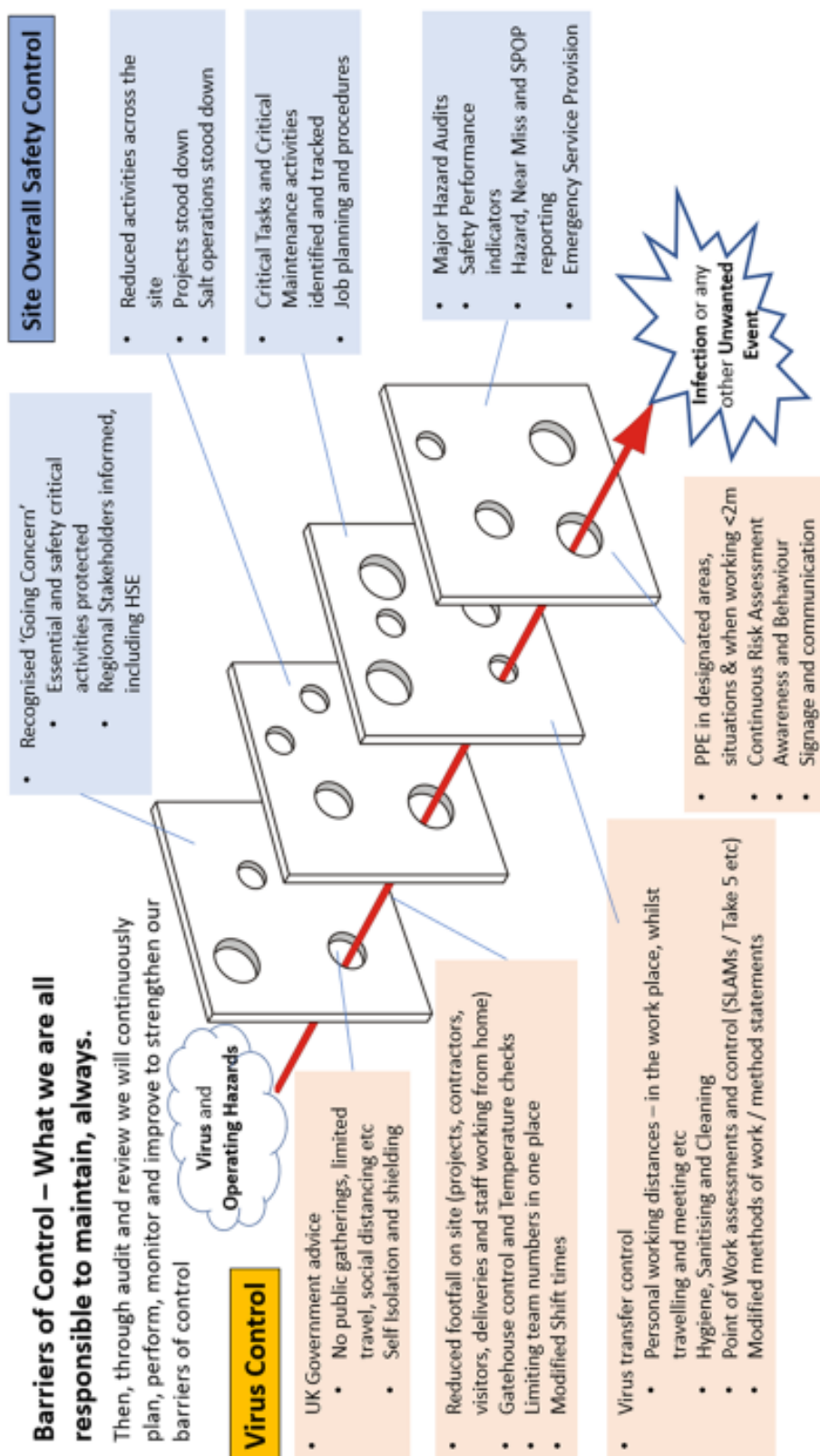
Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.



Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.

This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).

Section 2 - Barriers to Risk – What we are doing?



Section 3

When we reduce our day-to-day contact with other people, we will reduce the spread of the infection. That is why the government introduced three measures.

1. Requiring people to stay at home, except for very limited purposes
2. Closing non-essential shops and community spaces
3. Stopping all gatherings of more than two people in public. There are only two exceptions to this rule:

- **where the gathering is of a group of people who live together** - this means that a parent can, for example take their children to the shops if there is no option to leave them at home.
- **where the gathering is essential for work purposes** - but workers should be trying to minimise all meetings and other gatherings in the workplace.

Every citizen must comply with these new measures. The relevant authorities, including the police, will be given the powers to enforce them – including through fines and dispersing gatherings.

STAYING AT HOME

You should only leave the house for one of four reasons.

- **Shopping for basic necessities**, for example food and medicine, which must be as infrequent as possible.
- **One form of exercise a day**, for example a run, walk, or cycle - alone or with members of your household.
- **Any medical need**, or to provide care or to help a vulnerable person.
- **Travelling to and from work**, but only where this absolutely cannot be done from home.

These four reasons are exceptions - even when doing these activities, you should be minimising time spent outside of the home and ensuring you are 2 metres apart from anyone outside of your household.

Separate advice is available for individuals or households who are isolating and for the most vulnerable who need to be shielded.

Actions to take when travelling to work and in the workplace

- Consider how you travel to work; do you travel on your own or do you car share? Do you car share with other direct members within your household or do you pick up colleagues? If the latter, travel separately to maintain 2m social distancing.

Hierarchy of controls

- **Eliminate** – Check and confirm if the task needs to be carried out, particularly where proximity to others is required.
- **Substitute** – Can you alter the task and or change the way the task is done to limit the need to work for prolonged periods with others within 2m.
- **Engineering controls** – Does the task need to be carried out, if so, can you maintain 2m distance. If not limit these times to as short as possible, utilising additional controls, is it possible to reduce the number of times the task is carried out where working is required within 2m. Ensure the area is well ventilated where possible. **Work side by side or facing away from each other rather than face-to-face if possible. Assign staff to the same shift teams to limit social interaction.**
- **Admin Controls** – Use the point of work risk assessment process to review activities and tasks and understand where the 2m distancing may not be met and confirm the controls required. Reduction of groups meeting at any one time, for example kitchen, welfare areas and shared offices.
- **PPE / Instructions** – Regularly wash your hands with soap and water for 20 seconds **or more at the beginning and end of every break, when they arrive at work and before they leave**, where this is not available use hand sanitiser or sanitiser wipes. Where equipment or items are shared between individuals use gloves and or clean the equipment with sanitiser wipes. When using gloves make sure that you don and doff them correctly, watch this short video on how to wear them safely https://www.youtube.com/watch?v=3I_kKVNrEMo

Section 4 - 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 **7 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 **7 days** if they live with **OTHERS**.
5. When returning to work inform your line manager of your expected return date, where a return to work interview will be carried out in the usual way. Forms for completing these can be provided by HR or you can find them on the following drive: W:\Human Resources\HR Toolbox\Sickness Absence. You may also be provided by the NHS an online isolation note, as the NHS have now got the new system up and running, if you receive these then please forward onto the site as you would normally do for any other fit note.
6. Those who have household members who fall within the vulnerable / very high-risk category of illness as a result of the Coronavirus are not required to adopt the same protective shielding measures for themselves. They should do what they can to support those who are shielding, and they should stringently follow guidance on social distancing, reducing their contact outside the home. If you care for but don't actually live with someone who is extremely vulnerable, you should still stringently follow [guidance on social distancing](#). Details on shielding can be found in the green section of this document.

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

**Or if you would prefer to discuss with a doctor you can call the works doctor –
Dr Mike Orton on 07877 061418 Mon- Sun 9am to 5pm**

Section 5 - Stay at home if you have coronavirus symptoms

Stay at home if you have either:

- 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)

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

What to do if you think you may have coronavirus, or you have been in 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 <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
or
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- if you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for **7 days** from when your symptoms started. (The [ending isolation](#) section below has more information)
- if you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days, but all other household members who remain well 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. See the [explanatory diagram](#)
- After 7 days: if you do not have a high temperature, you do not need to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.
- for anyone else 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. The [ending isolation](#) section below has more information, and see the [explanatory diagram](#)
- 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
- 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
- wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser
- 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. : <https://111.nhs.uk/covid-19/>
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What to do if you have another episode of coronavirus (COVID-19) symptoms after the end of your first period of self- or household-isolation

- If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on [self-isolation again](#). This means you need to stay at home for 7 days from when your symptoms started if you live alone, or if you live in a household then you and all household members will need to stay at home for 14 days. This will help to ensure that you are continuing to protect others in the community by minimizing the amount of infection that is passed on.
- **If you previously tested positive for coronavirus (COVID-19) and have another episode of symptoms, do you need to self-isolate again?**
- If your first illness was so severe you were prioritised for a coronavirus (COVID-19) test and the result was positive, you will probably have developed immunity to coronavirus (COVID-19). Your new symptoms are very unlikely to be due to coronavirus (COVID-19) and therefore you and your household do not need to isolate.
- However, if another person in your household develops symptoms and they have not previously tested positive for coronavirus (COVID-19), then they need to isolate along with all other members of the household except for you (as you have already tested positive).
- If you are concerned about your new possible coronavirus (COVID-19) symptoms (a new, continuous cough or a high temperature), use the [111 coronavirus service](#) or call NHS 111.

Stay at Home guidance for households: current guidelines illustrated

Criteria and guidance applied as of 17/03/2020:

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																					
Example household 1	A	X						✓													
	B			X							✓										
	C														✓						
	D														✓						
Example household 2	A	X						✓													
	B			X							✓										
	C												X							✓	
	D														✓						

Key: X = when illness started - first day of symptoms
✓ = allowed to go out again

Section 6 - What can you do? Plan for your household or family

The best thing you can do now is plan for how you can adapt your daily routine, and that of others in your household, to be able to follow this advice. Some of the ways in which you could prepare include:

- Communication
 - Talk to those who will be impacted by the plan
 - talk to your neighbours and family and exchange phone numbers of household contacts.
 - create a contact list with phone numbers of neighbours, schools, employer, chemist, NHS 111
 - stay in touch with others
 - take care of the emotional health of your household members
- Plan ways to care for those who might be at greater risk of serious complications
- Get to know your neighbours
- Identify aid organizations in your community
- Practice good personal health habits
 - Practice everyday preventative actions
- Choose a room in your house that can be used to separate a sick household member(s).
- Consider and plan for those in your home who are considered vulnerable / very high risk, consider further isolation measures within the home, for example arrangements for the use of kitchens and bathrooms (where there is only one bathroom in the house), the use of towels, cutlery and crockery, cleaning arrangements, location to place clothing for those who have been outside the house.
- Set up online shopping accounts if possible.
- Consider cleaning arrangements – clean, disinfect, soft surfaces, laundry, clean hands often, food, disposal of rubbish.

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-your-home.html>

- Evaluate the effectiveness of your household plan
- Further information can be found on the Center for Disease Control and Prevention websites (see below)
- <https://www.cdc.gov/coronavirus/2019-ncov/prepare/get-your-household-ready-for-COVID-19.html>

If you're at high risk

Who is at risk?

You may be at a particularly high risk of getting seriously ill with coronavirus if you:

- are 70 or over
- have a long-term condition
- are pregnant
- have a weakened immune system
- have had an organ transplant and are taking immunosuppressant medicine
- are having chemotherapy or radiotherapy
- have blood or bone marrow cancer, such as leukaemia
- have a severe chest condition, such as cystic fibrosis or severe asthma
- have another serious health condition
- Further information can be found here <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

What is shielding?

Shielding is a measure to protect extremely vulnerable people by minimising interaction between those who are extremely vulnerable and others. This means that those who are extremely vulnerable should not leave their homes and within their homes should minimise all non-essential contact with other members of their household. This is to protect those who are at very high risk of severe illness from coming into contact, with the virus. Further information can be found here <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

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

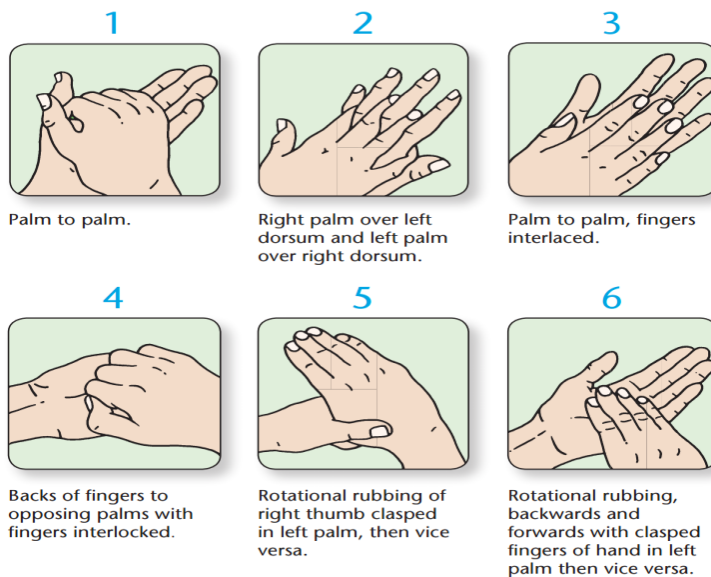
Do

- 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

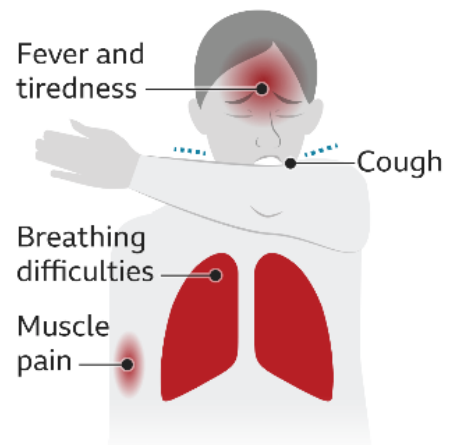
Don't

- 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, 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"> ✓ 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 ✓ 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 ✓ only allow people who live with you to stay ✓ stay in a well-ventilated room with a window that can be opened ✓ ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines or taking children to school. 	<ul style="list-style-type: none"> ✓ make sure you tell delivery drivers to leave items outside for collection if you order online ✓ clean toilets and bathrooms regularly ✓ 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 ✓ use separate towels from anyone else in the household ✓ wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery ✓ stay away from your pets – if unavoidable, wash your hands before and after contact.
DO NOT	
<ul style="list-style-type: none"> X do not invite visitors to your home or allow visitors to enter X do not go to work, school or public areas 	<ul style="list-style-type: none"> X do not use public transport like buses, trains, tubes or taxis X do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home

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

What if I develop symptoms?

them by hand using detergent and warm water and dry them thoroughly, using a separate towel. 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 for advice. Call NHS 111

I am finding this hard to do.

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 now.

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.](#)

Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Site counselling service provision

Should you need counselling services during this time please contact **Martin Holland on 07789 390707**

Information on what Medicash can provide for you.

Below is a link to a short 5-minute video on what the benefits to Medicash are for those employees who are members.

<https://www.youtube.com/watch?v=v2ZabZl29ro>

General Information

- Electronic prescriptions

<https://www.nhs.uk/using-the-nhs/nhs-services/pharmacies/electronic-prescription-service/>

- NHS repeat prescriptions, easy online ordering, free flexible delivery and reminders to reorder, for more information please follow the link. <https://www.pharmacy2u.co.uk>

Further updates will be provided as and when appropriate