

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



**Introduction**

We must ALL maintain respect for the COVID-19 Viral hazard in our workplaces, in our communities and in our homes. The Barriers of Control have served us well and built our operating confidence from the 24th March until today.

**Key Message: Maintain Your Current Controls and Be Aware of Complacency**

If you have been able to enjoy the benefits of the national relaxation of restrictions these past couple of weeks, then continue to do so SAFELY. Follow any guidance you are given and if at any time you or those you are with feel exposed, then take personal action to remove yourself from the risk.

As a site we will remain vigilant and prepared to increase or adapt our controls at any time in response to changes to regional or national guidance.

We continue dealing with the COVID-19 pandemic as it evolves, while ensuring your safety and maintaining the continuity of our business [Click here](#) for a special video message by Raviv Zoller, ICL President & CEO.

The new government Covid 19 slogan is;

**Hands**



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

**Face**



Wear your mask on public transport, in shops and where 2m social distancing cannot be maintained

**Space**



If you have any of the following symptoms stay at home and contact NHS 119 to arrange for a Covid 19 test.



For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange

<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 **have symptoms of COVID-19** however mild, you must self-isolate for at least **10 days** from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have **tested positive for COVID-19** you also must self-isolate for at least **10 days**, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

**If you live with others**, all other 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 household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at **least 10 days** from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. The ending isolation section below has more information.

If you have [symptoms](#), try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.

Consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have [symptoms](#) of COVID-19.

Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, then use the [NHS 111 online](#) COVID-19 service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

If you develop COVID-19 [symptoms](#) again at any point after ending your first period of isolation (self or household) then you must follow the guidance on self-isolation again. [This link has further information on self isolation again](#)

### Ending self-isolation and household isolation

If you have had symptoms of COVID-19 or a positive test, then you may **end your self-isolation after 10 days** and return to your normal routine if you do not have symptoms other than cough or loss of sense of smell or taste. If you still have a high temperature, keep self-isolating until your temperature returns to normal and seek medical advice.

After 10 days, if you just have a cough or a loss of, or change in, your normal sense of taste or smell (anosmia), you do not need to continue to self-isolate. This is because a cough or anosmia can last for several weeks once the infection has gone. **The 10-day period starts from the day when you first became ill.**

### Outside UK travel

A two-week quarantine period for those entering the UK will soon be lifted for some travellers to England. For further travel guidance and information please use the following links.

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.bbc.co.uk/news/explainers-52544307>

If you are thinking of travelling or having a staycation, please review the following poster for hints and tips on how to stay safe.

In the event that an employee is required to quarantine upon returning from a holiday/personal trip aboard the following will be applicable

Those who take holidays / personal trips abroad and depart with an 'air bridge' in place prior to departure from the UK and then find whilst aboard that the country is removed from the approved list and subsequently are required to quarantine for 14-days upon return to the UK:

- Must follow the requirement to quarantine for the defined period (14-days)
- Those who, by nature of their role, can work from home during any period of quarantine will have the opportunity to work from home
- Those who, by nature of their role, are unable to work from home during any period of quarantine will be allowed to either
  - use additional available holidays to cover any shifts affected by the quarantine,
  - take the period of quarantine as 'un-paid leave'
  - Be allowed to re-pay the lost shifts (i.e. those rostered shifts occurring during the quarantine period) over a 3-month period.

or

- Be allowed to use any combination of the above (i.e. take some as un-paid leave, some as holidays and re-pay some shifts)

Please note in each of the above scenarios, it will be the responsibility of the Manager to agree with the employee and ensure that logi-time is correctly updated and maintained and also to notify HR of the agreement.

**Action to take if you show any of the signs above.**

1. Testing is available for all persons over the age of 5 and showing symptoms, it is best where possible to have a test within the first 3 days, although still effective up to 5 days.
2. Our primary Barrier of Control is 'isolate if showing symptoms' and follow the government advice on length of time for isolating. <https://www.gov.uk/coronavirus>
3. Once you have isolated, inform your manager and the medics (as per current requirements)
4. Book a test on the NHS website or by contacting NHS 119 <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>
5. Once you've received your results contact your manager to discuss the findings.
6. The line manager shall notify HR and the medics of the outcome of the employee's results.
7. If negative – the line manager and employee should discuss a return to work plan.
8. If positive – continue to isolate for 10 days from showing symptoms, after 10 days if you do not have a high temperature you can return to work (NHS/ Government guidance). If you have had a test as part of your household and you did not have any symptoms and your results were negative continue to isolate for 14 days from the start of the symptoms shown in the household.
9. The Occ health dept will arrange for the company doctor to contact the employees who have received a positive test result.
10. Before your return the Company Doctor shall contact you to discuss your symptoms and to discuss your return (confirm you are fit to return 10 days after showing symptoms and your wellbeing etc).
11. Upon return to work, your line manager will complete the return to work form and the Covid 19 checklist (where you tested positive). The return to work form should be sent to HR and the Covid 19 checklist sent to the Occ health dept so that they can ensure that this is reviewed by the Company Doctor and added to your personnel file).
12. Where you have had similar Covid 19 symptoms but had a negative test result, liaise with your Line Manager regarding a return to work start date, upon returning your line manager will complete the return to work form, the form should then be sent to HR.

**Key Message: Maintain Your Current Controls**

**Be Aware of Complacency**

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