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Date: Friday 25th September 2020 # 17

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

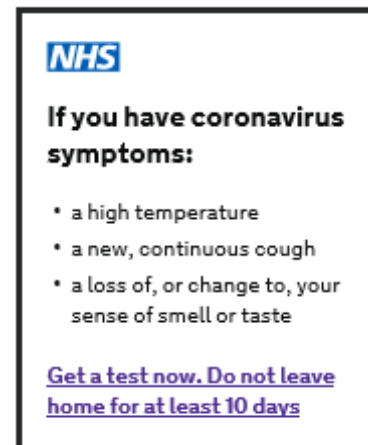
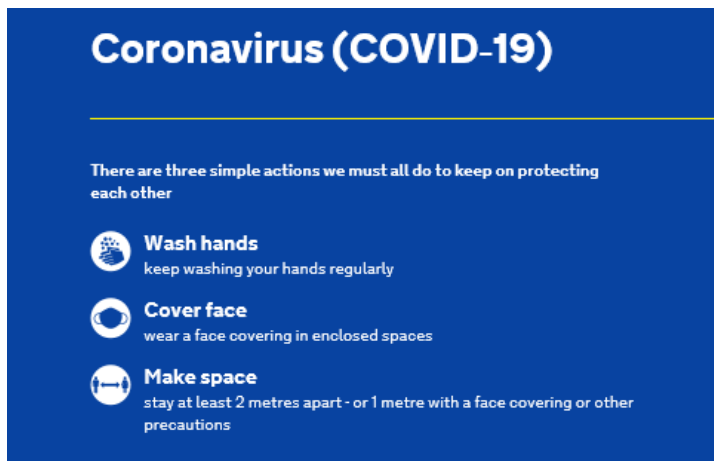


Introduction

We continue to review and test our site Barriers of Control and commit to communicating, through these briefing documents, any changes to be made.

Remain Vigilant: You are in control and empowered to take appropriate action, at the point of work, to reduce the risk to as low as reasonably practicable.

It is critical that everybody observes the following key behaviours:



Hierarchy of controls

STEP 1 - Eliminate – Check and confirm if the task needs to be carried out, particularly where proximity to others is required.

STEP 2 - 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.

STEP 3 - 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 – such as face masks, 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 where this is possible. Is it possible to use screens?

STEP 4 - 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 – Face masks, screens etc. Reduction of groups meeting at any one time, for example meeting rooms, kitchen, welfare areas and shared offices.

STEP 5 - PPE / Instructions – Regularly wash your hands with soap and water for 20 seconds or more, 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. Regularly wipe down your work station using sanitising wipes, don't just rely on the cleaners.

STEP 6 – Additional controls - What additional controls can you introduce to reduce the risk to as low as possible both on site and off site.

If an employee informs their manager that they may have any **symptoms of COVID 19 the employee is not to be sent to the medical department** but sent home immediately and informed to arrange a test. The employee must also **inform their manager of the result of their test** as soon as they receive it.

The **employee must not use a works phone to speak to the shift medic** for advice before leaving site as the virus may be transferred onto the telephone handset, they may however phone the Occupational Health department at any time for advice once safely at home.

Unfortunately we are entering the cold and flu season, **we must all remain vigilant** and treat these as possible COVID 19 cases until proven otherwise.

If you **have symptoms of COVID-19** however mild, **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 or **call NHS 119**. Do not go to a GP surgery, pharmacy or hospital.

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

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.**

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

1. 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>
2. Once you have isolated, inform your manager and the medics (as per current requirements)
3. 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/>
4. Once you've received your results contact your manager to discuss the findings.
5. The line manager shall notify HR and the medics of the outcome of the employee's results.
6. If negative – the line manager and employee should discuss a return to work plan.
7. 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.
8. The Occ health dept will arrange for the company doctor to contact the employees who have received a positive test result.
9. If you have tested positive 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).
10. 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).
11. 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.

What to do if your child is sent home from school

If your child is sent home from school because someone else in their class has Covid-19 Symptoms, however your child does not have symptoms, then there is no need for you or the rest of your household to isolate even though the school has asked your child to isolate. If your child then goes onto develop symptoms, then your household must isolate.

If, however your child is sent home from school because they have Covid-19 Symptoms, then your household should go into isolation for 14-days. You should arrange for your child to be tested (so long as they are aged 5 or older). If the test result comes back negative, then your household is able to come out of isolation so long as no one else develops symptoms. If your child has a positive test, then your household should continue to isolate as per government guidance.

The Government have advised that you should only have a test if you have symptoms or you are told to have a test by the NHS/Public Health England. Therefore, if someone in your household has symptoms, but you do not, then you need not have a test but the person in your household should.

For employees who may be affected by children being sent home from school due to isolation requests due to a positive Covid 19 test being confirmed in a school and you need to take care of them. Then the following may be some options to seek a mutually agreeable working arrangement for those who do not have the benefit of working from home, where the arrangement can be implemented.

Various options which exist to us are:

- The use of holidays to cover some of this period of time
- Working from home for those who can (full or partial working from home where childcare can be shared).
- Shift Swaps (days to nights, night to days, weekend working, split shifts)
- Compressed hours (obviously this is no good for those already on 11.5/12 hour shifts but might benefit those on 8 hours)
- Unpaid leave / parental leave (which is unpaid).

HR have developed a questionnaire to help with discussions with any employee who raises this issue, to help achieve a satisfactory outcome. If you need support, then please contact Matthew Hart or Emma Wilson for a copy of the questionnaire or discussion.

Principally, the questionnaire looks at

- What arrangements can the individual make?
- What changes to work arrangements can we support you with?
- Can the individual take holidays (can this time be worked back later?)

Further updates will be provided as and when appropriate.