



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

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



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**Introduction**

**Assume that all individuals are asymptomatic (everyone has the virus) can you have assurance from your barriers of control that they are suitable to prevent the transmission of the virus. Don't**

put yourself in that situation and constantly review your barriers of control and improve where needed.

## Symptoms and behaviours

It is critical that everybody observes the following key behaviours:

**NHS**

**If you have coronavirus symptoms:**

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

**Get a test now. Do not leave home for at least 10 days**

**Coronavirus (COVID-19)**

There are three simple actions we must all do to keep on protecting each other

- Wash hands**  
keep washing your hands regularly
- Cover face**  
wear a face covering in enclosed spaces
- Make space**  
stay at least 2 metres apart - or 1 metre with a face covering or other precautions

## If I have a cough, is it definitely Covid?

Lots of other viruses have similar symptoms to Covid, including flu and other infections. This will be a particular problem over winter when these bugs are more common.

Public Health England says just under half of people who have one of the three main Covid symptoms will not have it. However, they should still get a test.

Symptoms	Coronavirus	Flu	Cold
Fever	Common	Common	Rare
Cough	Common	Common	Mild
Loss of taste and smell	Sudden	Rare	Sometimes
Fatigue	Sometimes	Common	Sometimes
Headaches	Sometimes	Common	Rare
Aches and pains	Sometimes	Common	Common
Runny/stuffy nose	Rare	Sometimes	Common
Sore throat	Sometimes	Sometimes	Common
Sneezing	No	No	Common
Shortness of breath	Sometimes	No	No
Diarrhoea	Sometimes for children	Sometimes, especially for children	No

Source: WHO, CDC

Source <https://www.bbc.co.uk/news/health-51048366>

## Coughs and Colds

It's coming up to the time of year when coughs, colds and flu will be starting to raise their ugly heads and begin to affect the workforce.

Unfortunately, with the COVID 19 pandemic this is going to impact every business across the country not just our own. The Company Doctor has advised that any employee presenting with cold or flu symptoms but not including symptoms of congestion or a headache should be treated as if a potential COVID case and sent home to arrange a COVID test.

If an employee has not received their test results within 24 hours, they should contact the testing facility and ask for their results.

The NHS guidance is that if the test results are negative the employee may return to work if no fever is present, however if fever is present and the test result is negative the employee can only return to work 48 hours after the fever has cleared.

Employees should not be attending site or the medical department if they are suffering from Covid 19 symptoms, they should be contacting the COVID Helpline on 111 or 119.

If the Shift Medic requires to send an employee home this is for the safety of the entire workforce, this maybe an annoyance and conflicts with operations, but it is for the wider safety of everyone on site and your families.

If a worker develops symptoms, they should [request a free test](#) as soon as their symptoms start.

Once they have ordered the test, they'll be asked by NHS Test and Trace to provide details of anyone who they have been in close recent contact with. This will not automatically be all their co-workers, but anyone who meets the definition of a close contact.

A close 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they're infectious to others). This could be a person who:

- spends significant time in the same household
- is a sexual partner living in the same household or not
- has had face-to-face contact (within one metre), including:
  - being coughed on
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute
- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes

**Direct contact** – Someone you had face to face contact with (within 1m) or skin to skin contact with for any length of time, or someone you were within 1m or for 1 minute or longer (without face to face contact).

**Close contact** – Someone you were 1-2m away from for more than 15 minutes, or someone you travelled with in a small car.

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

If you live with or have had close contact with for extended periods of time (as per above details) with family, friends or a partner and they start to show symptoms and are going for a Covid test. Then take action and do the right thing.

## Alerting close contacts

When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact with in the 48 hours before symptom onset. If any of those close contacts are co-workers, the person who has developed symptoms should consider asking their employer to alert those co-workers.

Close contacts at this stage do not need to self-isolate unless requested to do so by NHS Test and Trace or a public health professional, but they should:

- avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions
- take extra care in practicing social distancing and good hygiene
- watch out for symptoms and self-isolate if they also show signs of coronavirus

Employers may need to keep staff informed about COVID-19 cases among their colleagues. However, employers should not name the individual. If a co-worker is at risk because of close contact with the positive case, then they will be notified to self-isolate by NHS Test and Trace. Employers should make sure their workplaces are safe by regular cleaning and by encouraging good hygiene practice.

## How and when should I pause contact tracing?

You can pause contact tracing within the app by moving the contact tracing toggle on the home screen.

You should pause the app when you:

- are working behind a fixed Perspex (or equivalent) screen and are fully protected from other people
- store your phone in a locker or communal area, for example while working or taking part in a leisure activity like swimming
- are a worker in social care and are wearing medical grade PPE such as a surgical mask or a face fitted FFP2/3 mask.
- are a healthcare worker working in a healthcare building such as a hospital or GP surgery ([read more about using the app as a healthcare worker](#))

Remember to turn contact tracing back on once you leave this situation. When you pause contact tracing in the app it will give you the option to set a reminder to turn it back on after a certain period of time.

When contact tracing is paused, you will still be able to check into venues with an official NHS QR code poster. [Read more about the difference between contact tracing and venue check-in.](#)

## How does the NHS app work?

The app uses Bluetooth signal strength between devices to estimate the distance between two people. It estimates the distance for that encounter as one of three levels: Close, Medium and Far.

It is highly likely that encounters identified as “Close” are significantly within 2 metres and that those identified as “Far” are most likely over 4 metres away.

Those identified as “Medium” will include encounters that are close to 2 metres away; some slightly under and some slightly over.

The accuracy of the distance calculation depends on a number of external factors, such as where the phone is on the body and the surrounding environment, and so each individual distance measurement is inexact and there will be a large degree of overlap between these three levels.

## New Government 3 tier level management

The Boulby and Teesdock sites fall into the High Alert level, for more guidance following the link below.

<https://www.gov.uk/guidance/local-covid-alert-level-high#business-and-venues>

See diagram on the next page for the specific High alert level requirements.

The following restrictions are now in place.

## LOCAL COVID ALERT LEVEL

HIGH

HIGH

MEDIUM

<p><b>Social Contact</b></p>  <p>1 household / bubble indoors. Rule of six outdoors.</p>	<p><b>Weddings and Funerals</b></p>  <p>Up to 15 guests for weddings and up to 30 guests for funerals. 15 for receptions, wakes and related ceremonies.</p>	<p><b>Overnight Stays</b></p>  <p>Overnight stays permitted subject to social contact rules.</p>	<p><b>Working from home guidance</b></p>  <p>Work from home where possible.</p>
<p><b>Shopping and Retail</b></p>  <p>Open.</p>	<p><b>Leisure and gyms</b></p>  <p>Open.</p>	<p><b>Hospitality</b></p>  <p>Open with some restrictions including 10pm closing time and table-service only.</p>	<p><b>Entertainment and tourist attractions</b></p>  <p>Open, except nightclubs and adult entertainment.</p>
<p><b>Education</b></p>  <p>Schools, FE colleges open. Universities must reflect wider restrictions.</p>	<p><b>Healthcare Services</b></p>  <p>Open.</p>	<p><b>Residential Care</b></p>  <p>Closed to external visitors other than in exceptional circumstances.</p>	<p><b>Travel and Transport</b></p>  <p>May continue to travel to open venues, but reduce number of journeys where possible. Avoid travel into Local COVID Alert Level Very High areas where possible.</p>
<p><b>Sporting Activity</b></p>  <p>Organised sport / licensed physical activity allowed in outdoor settings. Indoor organised sport must follow social contact rules (other than youth or disabled sport).</p>	<p><b>Worship</b></p>  <p>Open, subject to social contact rules.</p>	<p><b>Childcare</b></p>  <p>Registered and wraparound childcare. Supervised activities permitted in private homes. Children's groups permitted. Childcare bubbles for under 14s.</p>	<p><b>Youth Clubs and Activities</b></p>  <p>Permitted.</p>

**There are three simple actions we must all do to keep on protecting each other:**



**Wash hands**  
keep washing your hands regularly



**Cover face**  
wear a face covering in enclosed spaces



**Make space**  
stay at least 2 metres apart - or 1 metre with a face covering or other precautions

## 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. For example, can meetings be held in open plan areas, outdoors, via teams etc.

**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 – both parties using surgical or face fitted FFP2/3, 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.

## What do I need to do if I have symptoms or need to self-isolate?

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.**

## Is there a possibility of getting Covid 19 again after previously testing positive?

First confirmed case of reinfection in the US. A man from Nevada was tested with COVID-19 developing moderate symptoms in April but suffered more severely two and a half months later, requiring emergency oxygen therapy. Reinfection is still incredibly rare but has been expected by scientists. Reinfection could be due to new mutated strains of the virus or more simply down to immune response issues. Other reinfection cases have occurred in Hong Kong, Belgium, The Netherlands and Ecuador. So those who have tested positive need to still need to adhere to the key behaviours and barriers of control to prevent the spread of the virus.



## What on site arrangements do I need to do if I have symptoms or need to

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 medical department (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 medical department of the outcome of the employee's results. The line manager should complete appendix 1 and return to the medical department, if their employee has tested positive and or they have been requested to self-isolate due to a track and trace request.
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 (for at least 48hrs) 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 Medical dept will arrange for the company doctor to contact 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 (appendix 1) (where you tested positive or were requested to self-isolate due to track and trace). The return to work form should be sent to HR and the Covid 19 checklist (see appendix 1) sent to the Medical 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?)

## What to do when return from international travel

We have been asked to provide guidance and clarity on the Company's position with regards to employees who may travel for holiday or personal trip reasons and are subsequently required to quarantine upon return to the UK.

The penalty for failing to quarantine can be a fine of up to £1,000. There are many other countries which currently do have air corridors in place allowing quarantine free travel (the approved list can be found here - [travel corridor list](#) ) however as we have seen over the weekend this list can change with little or no notice.

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.**

Those that take holidays / personal trips abroad to countries where 'air bridges' do not exist at the time of departure from the UK Must follow the requirement to quarantine for the defined period (14-days) and will need to take holidays to cover the additional period of absence, irrelevant whether they can work from home or not.

Should you require any clarity then please contact either Matthew Hart, Emma Wilson or Mark Ellison

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

## Appendix 1 - Covid-19 Positive Case Checklist

This form is to be completed by Line Manager and Employee (Please complete all questions as indicated)

Name of Employee:			
Job Title of employee:			
Employee works number:			
Site location of employee:			
Managers name:			
Date of form completion:			
1.	Have you been diagnosed professionally by a registered medical practitioner or a government testing station as having Covid-19, if yes what was the date, time and location of the testing?	Date:  Time:	Location:
2.	Have you received written confirmation of your test results? Are you willing to share your written results with us?		
3.	Have you had any of the symptoms associated with Covid-19?	Yes: <b>Go to question 4</b>	No: <b>Go to question 7</b>
4.	What were the signs and symptoms that you displayed?		
5.	When did you first notice the signs and symptoms?	Date:	Time:
6.	Did you call 111 for advice when the symptoms first appeared? If so, what advice was given?		
7.	Has anyone else in your household developed symptoms of Covid-19 or tested positive? If so whom and when?		
8.	Where do you believe you may have contracted Covid-19?	<b>If work, go to question 9</b> <b>If not work, go to question 10</b>	
9.	If you believe you contracted the Covid-19 virus in the workplace, then what would make you believe that this was the case?		

10.	What were the activities you were involved with on the days leading up to either symptoms being noticed or the date of your test?		
11.	Did you attend work after first noticing symptoms? If so, what was your reason for doing so?		
12.	Did you inform work of the situation (either by calling the sickness line or your Manager) and supply HR with information (isolation note)?	Yes:	No:
13.	What is your usual shift pattern and were you working on your usual shift prior to either symptoms being noticed, or your Covid-19 test being carried out?		
14.	<p>Please list all people (employees, contractors or visitors) whom, in the days leading up to either symptoms being noticed, or your Covid-19 test being carried out, the following apply? You:</p> <ul style="list-style-type: none"> <li>• Were 2 metres or closer to, but further than 1 metre, for more than 15 minutes?</li> <li>• Were 1 metre or closer to for more than 1 minute?</li> <li>• Had skin to skin contact with.</li> </ul>	<i>If you have indicated any individual, then please go to Question 15.</i>	
15.	What control measures were in place and being followed by you to prevent the spread of Covid-19?		
16.	What PPE were you expected to wear during these activities?		
17.	Were you wearing this PPE?	Yes:	No:
18.	What were the reasons for not wearing PPE if you answered No to the above question?		

**Once completed, please send to the Medical Department ASAP. For Medical Department use Only**

Form reviewed by	
Title of person carrying out review	
Date reviewed	
Confirmation of reporting requirements	