



CORONAVIRUS: ADVICE FOR STAFF

Coronavirus: Advice for Tower Project Staff

In the event that the coronavirus (COVID-19) spreads more widely in the UK, the Tower Project are following ACAS advice to help protect the health and safety of staff.

The Tower Project aims to:

- keep all staff updated on actions being taken to reduce risks of exposure in the workplace
- make sure all staffs contact numbers and emergency contact details are up to date (it is the staff responsibility to update Human Resources of any change)
- make sure managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace develops the virus
- make sure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them
- consider if protective face masks might help for people working in particularly vulnerable situations

Tower Project Staff must ensure:

- that Service Managers/Human Resources are informed of all travel plans
- that Service Managers/Human Resources are informed of any contact made with a person suspected of having coronavirus or flu like symptoms/have travelled to the UK from somewhere with a higher risk of coronavirus

If someone becomes unwell at work

If someone becomes unwell in the workplace and has recently come back from an area affected by coronavirus, they should:

- get at least 2 metres (7 feet) away from other people
- go to a room or area behind a closed door

- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible

The unwell person should use their own mobile phone to call either:

- for NHS advice: 111
- for an ambulance, if they're seriously ill or injured or their life is at risk: 999

They should tell the operator:

- their symptoms
- which country they have returned from in the last 14 days

If someone with coronavirus comes to work

If someone with coronavirus comes to work, the workplace does not necessarily have to close.

The local Public Health England (PHE) health protection team will get in contact with the employer to:

- discuss the case
- identify people who have been in contact with the affected person
- carry out a risk assessment
- advise on any actions or precautions to take