



# COVID-19 Pandemic

Employee Briefing for Safe Working



# What is COVID-19?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.

It is a worldwide pandemic that now has over 30million confirmed cases and has sadly taken over 900,000 thousand lives.

It can affect anyone but is more common to affect vulnerable people, such as those over 70 or have an underlying health condition.



# What are the symptoms?



**FEVER**



**COUGH**



**RUNNY NOSE**



**BODY  
ACHES**



**SORE  
THROAT**



**SHORTNESS  
OF BREATH**



**LOSS OF SENSE  
OF SMELL**

Call NHS 111 if you think you have any symptoms

# How do we stop the spread?

- Wash your hands regularly, for at least 20 seconds, with soap and water or with alcohol-based hand sanitiser gel
- Keep your distance between other people. The new social distance is 1m-plus – which means you can be within 1m of someone else, as long as you have other safety measures in place, such as wearing a face mask and cleaning your hands regularly
- Stay home and self-isolate if you or anyone in your household has symptoms, or are confirmed to have COVID-19
- If you are within the vulnerable group (over 70, or have an underlying health condition) follow medical advice
- Avoid public transport where possible
- Do not gather in large groups
- Follow Government and medical advice

# What do we need to do at work?

- Read and follow your company COVID-19 Safety Policy and Risk Assessment – any questions, just ask
- Keep your distance
- Clean your hands regularly
- Do not share equipment or tools, where possible
- Clean your workspace
- Avoid gathering
- Avoid travelling together
- If you have to close-work, wear PPE as directed
- If you feel unwell or show symptoms you must tell your manage and go home – do not touch anything

# Personal Protective Equipment

- You MUST wear a face covering public places such as shops and whilst travelling on public transport
- When working in close contact or where you cannot socially distance, you MUST wear a face mask
- Follow the below order when using PPE:
  - Putting PPE on: MASK ON – SANITISE HANDS – GLOVES ON
  - Removing PPE: GLOVES OFF – MASK OFF – SANITISE HANDS

# Further Guidance – Just ask...

- If there is something you don't understand
- If you are unsure what you need to do
- If you don't know whether you should be in work
- If you feel there are better ways of working
- If you are worried and feel you need further support
- If you see any safety breaches of our Policy and Risk Assessment – REMEMBER, we are here and have produced this guidance to save lives and stop the spread

THANK YOU FOR YOUR SUPPORT AND COOPERATION

