



# Coronavirus Continuity Plan (Staff)

## COVID-19: Coronavirus Guidance

### Information about the virus

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

### Symptoms

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

### Spread

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

### Prevent

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues in a sealed bin straight away or flush and wash hands after
- wash your hands with soap and water often for a minimum of 20 seconds, cleaning in between your fingers and under finger nails – use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean
- stay 2 metres from another person wherever possible during you day to day life

**If you are worried about symptoms, please call NHS 111.  
Do not go directly to your GP or other healthcare environment.**

## **Virus life span**

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

## **What to do if an employee or a member of the public becomes unwell**

If the person becomes unwell in the workplace, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain recent movements in the last 14 days and outline current symptoms.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people.

They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then dispose of the tissue responsibly. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

In an event of an outbreak at Hill House the tea room will be the quarantine area, this will be off limits to an other personnel for a minimum of 72 hrs following a professional deep clean. If on another site then your van or vehicle is the quarantine area, get to somewhere safe and away from other and follow the procedures above. The company will arrange for a professional deep clean of the vehicle

Following an outbreak within the companies all personnel and close friends and family will be required to self isolate for 14 days, every ACS Management or Groundscare personnel shall be paid only 5 working days for the 14 day period total.

# Contact

If you have come into contact with anyone who has just returned to the UK or from a confirmed infected area you will not be allowed onto Hill House property for 14 days. You are requested to keep away from other team members. If you suspect any issues then please do the responsible thing and self isolate.

# Confirmed case

On a confirmed case all personnel will be required to self isolate or follow PHE local Health Protection Team advice. Site lock downs will come into effect to prevent the further spread and will only be removed following a negative result from all parties. If one member is infected then the remaining parties will need to self isolate for the 14 day period or wait for a negative test result.

# Cleaning

The company will employ a professional company to do a medical deep clean of all suspected infected areas. All waste that has been potentially infected should be double bagged and tied when full. Storage will be required in a safe place until test results are confirmed.

# Sick Pay - employed only

Sick pay is paid from day one instead of day 4 for those effected by the Coronavirus (COVID-19), this must be a confirmed case by NHS medical test.

# Advice

- Limit exposure of yourself to others, avoid pubs, restaurants and large gatherings wherever realistically possible.
- Do not come to work if you show any signs of illness, if concerned speak to NHS 111.
- Unfortunately we can not implement a working from home policy, this means you must do everything realistically possible to remain well and remain in the work place, this does not mean endangering others but applying commonsense to the situation we are all faced with.
- We as a company will help any employee and company employed self employed person for as long as financially possible, we will do as mentioned above with the paid one weeks isolation period. If you contract the virus for a longer period of time that the two week period we will continue SSP (statutory sick pay) at our NLW rate of £65.68 per day rather than the SSP payment of £94.25 per week.

*in this example you are paid £100 per day;*

*Isolation for 2 weeks - your normal wage per week £500, you would have been paid for 2 weeks £1,000, but you have not worked so you receive half, £500.*

*You now have become sick and require a further week off work, by the end of this week you will receive £328.40*

*Once you are fit to return to work you will return at your standard rate.*

*If sites go into a lock-down state and or we as a company can not work or work dries due to this COVID-19 virus we will continue to pay all currently employed £328.40 weekly for as long as financial possible or until work returns to normal.*