

# COVID-19

## Information and Risk Assessment

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## 1. Introduction

This guidance has been collated using information available in the public domain from the following bodies and organisations:

- The United Kingdom National Health Service (UK NHS)
- The World Health Organisation (WHO)
- The Chartered Institute of Personnel and Development (CIPD)
- The United Kingdom Foreign and Commonwealth Office (UK FCO)
- GOV.UK
- The British Broadcasting Corporation (BBC)

*(Where operating outside of the UK please refer to Government or health service communications in addition to information provided below)*

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

## 2. COVID-19 Risk

The UK Chief Medical Officers have raised the risk to the public from low to moderate. Health professionals are working to contact anyone who has been in close contact with people who have coronavirus.

Based on studies of infection and mortality rates globally by WHO Researchers it is believed the current mortality rate for the virus is 3.4% as of 05 March 2020.

UK Health Secretary Matt Hancock has advised that the UK government's "very best assessment" was that the UK mortality rate would be approximately "2% or, likely, lower". But it is dependant on a range of contributory factors including age, sex, general health and health system.

## 3. COVID-19 Symptoms

Current symptoms of the virus may include:

- a cough
- a high temperature
- shortness of breath

These symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common at this time of year, such as cold and flu.

## 4. How is the Virus Spread?

As the virus has not been encountered before the NHS and other bodies do not know exactly how the virus spreads from person to person. It is currently believed that like more common viruses it is most likely spread in cough droplets. It's very unlikely it can be spread through things like packages or food. Viruses like coronavirus cannot live outside the body for very long.

## 5. Public Places

Most people can continue to go to work, school and other public places. Current advice states that you only need to stay away from public places (self-isolate) if advised to by the NHS 111 Service or a medical professional.

## 6. How to Avoid Catching and Spreading Germs

There are steps that we can all take to help stop viruses like coronavirus spreading.

### DO

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Try to avoid close contact with people who are unwell.

### DO NOT

- Do not touch your eyes, nose or mouth if your hands are not clean.

## 7. If You Think You Need Medical Advice

Seek medical support such as the NHS 111 Online or telephone service to assist with a general diagnosis and further guidance on COVID-19 support services.

You should use medical services if:

- You have symptoms which lead you to believe you might have COVID-19.
- In the last 14 days you've been to a country or area with a high risk of the virus (see NHS coronavirus advice for travellers).
- You have been in close contact with someone with the virus.

**IMPORTANT:** Do not go to a GP surgery, pharmacy or hospital.

## 8. What Does Self-Isolating Mean?

### DO

- Stay at home.
- Separate yourself from other people – for example, try not to be in the same room as other people at the same time.
- Only allow people who live with you to stay.
- Stay in a well-ventilated room with a window that can be opened.
- Ask friends, family members or delivery services to carry out errands for you, such as getting

groceries, medicines or other shopping.

- Make sure you tell delivery drivers to leave items outside for collection if you order online
- Clean toilets and bathrooms regularly.
- Think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves.
- Use separate towels from anyone else in the household.
- Wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean Crockery and cutlery.
- Stay away from your pets – if unavoidable, wash your hands before and after contact.

## DO NOT

- Do not invite visitors to your home or allow visitors to enter.
- Do not go to work, school or public areas.
- Do not use public transport like buses, trains, tubes or taxis.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home.

## 9. Travel Advice

If you're planning to travel abroad for annual leave or due to planned work commitments and are concerned about coronavirus, check specific country advice on government websites such as GOV.UK in addition to liaising with your line manager and the HR Department.

You may need to self-isolate or get medical advice if you've recently travelled from somewhere with a higher risk of the virus. The places currently identified as having a higher risk are as follows:

- Cambodia
- China
- Hong Kong
- Iran
- Italy
- Japan
- Laos
- Macau
- Malaysia
- Myanmar (Burma)
- Singapore
- South Korea
- Taiwan
- Tenerife – only the H10 Costa Adeje Palace Hotel
- Thailand
- Vietnam

If you've been to one of these places in the last 14 days, please contact your line manager and the HR Department in addition to contacting medical service providers such as the NHS.

## 10. COVID-19 Treatment

- There is currently no specific treatment for the virus.
- Antibiotics do not help, as they do not work against viruses.
- Treatment aims to relieve the symptoms while your body fights the illness.
- Those with the virus need to stay in isolation away from other people until fully recovered.

## Appendix A Prevention Awareness



**Wash hands frequently** with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



**Throw away used tissues** (then wash hands)



If you don't have a tissue **use your sleeve**



**Avoid touching your eyes, nose and mouth with unwashed hands**



**Avoid close contact with people who are unwell**

## Appendix B Risk Assessment

<b>Description</b>	COVID-19 (Coronavirus) Risk Assessment		
<b>Prepared by</b>		<b>Date</b>	

Risk No.	Hazard	Who might be affected and how?	1 – Details of recommended NHS / UK Government / FCO / WHO / etc. General health and safety risk management controls (zoonosis) 2 – What are we currently doing	Evaluate current control measures.			1 – New control measures recommended 2 – Why the recommended control measures are not implemented 3 – General comments	By who	By when
				Do we need to implement additional controls?					
				Yes	No	N/A			
R1	Coronavirus (COVID-19) (CV19)  <i>General</i>	Employees ( <i>including those considered at increased risk</i> )  Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	1. NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts):  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  2. The WHO (World Health Organisation) provides information and a free 3hour online training course for emerging respiratory viruses, including CV19:  <a href="https://openwho.org/courses/introduction-to-ncov">https://openwho.org/courses/introduction-to-ncov</a>						



Risk No.	Hazard	Who might be affected and how?	<p>1 – Details of recommended NHS / UK Government / FCO / WHO / etc. General health and safety risk management controls (zoonosis)</p> <p>2 – What are we currently doing</p>	Evaluate current control measures.			<p>1 – New control measures recommended</p> <p>2 – Why the recommended control measures are not implemented</p> <p>3 – General comments</p>	By who	By when
				Do we need to implement additional controls?	Yes	No			
			<p>3. Additional consideration will be given to those employees who may be deemed to be at increased risk.</p> <p>4. Outbreak is monitored daily.</p> <p>5. Advice on risks, symptoms and control measures has been passed onto employees.</p>						
R2	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>Self-isolation</i></p>	<p>Employees</p> <p>Employees are not aware of the need to self-isolate or how to self-isolate.</p>	<p>1. NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist:</p> <p><a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p>2. Advice on how to self-isolate has been passed onto employees.</p>						
R3	Coronavirus (COVID-19)	Employees	1. NHS provides advice for all personnel in the UK.						

Risk No.	Hazard	Who might be affected and how?	<p>1 – Details of recommended NHS / UK Government / FCO / WHO / etc. General health and safety risk management controls (zoonosis)</p> <p>2 – What are we currently doing</p>	Evaluate current control measures.			<p>1 – New control measures recommended</p> <p>2 – Why the recommended control measures are not implemented</p> <p>3 – General comments</p>	By who	By when
				Do we need to implement additional controls?	Yes	No			
	(CV19)  <i>Travel (Domestic)</i>	Travelling for work to an area with a higher risk of CV19 or on transport with a higher risk.	<p>2. Personnel are to use alternative business meeting options such as Teams/Skype.</p> <p>3. Advice and guidance on travel regularly communicated to employees.</p>						
R3a	Coronavirus (COVID-19) (CV19)  <i>Travel (Travelling abroad)</i>	Employees Travelling abroad for work to an area with a higher risk of CV19.	<p>1. NHS and FCO provides advice for travellers: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/">https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/</a> (NHS) <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> (FCO)</p> <p>2. Personnel are no longer permitted to travel to higher risk areas</p> <p>3. Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented.</p> <p>4. Advice and guidance on travelling and a list of affected</p>						

Risk No.	Hazard	Who might be affected and how?	1 – Details of recommended NHS / UK Government / FCO / WHO / etc. General health and safety risk management controls (zoonosis) 2 – What are we currently doing	Evaluate current control measures.			1 – New control measures recommended 2 – Why the recommended control measures are not implemented 3 – General comments	By who	By when
				Do we need to implement additional controls?	Yes	No			
			areas has been passed onto employees.						
R3b	Coronavirus (COVID-19) (CV19)  <i>Travel (Returning from travelling abroad)</i>	Employees Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.	<ol style="list-style-type: none"> <li>1. CIPD and NHS provides advice for travellers returning to work from affected areas: <a href="https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak">https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak</a> (CIPD) <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/">https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/</a> (NHS)</li> <li>2. We will not insist employees travel to an area with a higher risk of CV19.</li> <li>3. This advice or how to access it is passed onto employees.</li> <li>4. Staff have been advised on isolation methods if returning from higher risk areas.</li> </ol>						
R4	Coronavirus (COVID-19) (CV19)  <i>Booked annual leave</i>	Employees  Employee(s) may become affected due to travelling to an	<ol style="list-style-type: none"> <li>1. Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area.</li> <li>2. Employees with internet</li> </ol>						

Risk No.	Hazard	Who might be affected and how?	<p>1 – Details of recommended NHS / UK Government / FCO / WHO / etc. General health and safety risk management controls (zoonosis)</p> <p>2 – What are we currently doing</p>	Evaluate current control measures.			<p>1 – New control measures recommended</p> <p>2 – Why the recommended control measures are not implemented</p> <p>3 – General comments</p>	By who	By when
				Do we need to implement additional controls?	Yes	No			
		affected area as part of booked annual leave.	connection may be able to access systems through VPN connection.						
R5	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>Symptomatic or exposed employee(s)</i></p>	<p>Employees, general public, family members</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p>	<p>1. Employee(s) is/are advised to contact and follow NHS 111 guidance. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>2. If NHS 111 or a GP determines the employee is symptomatic and certifies them unfit for work, they will be treated as off sick as per normal policy.</p> <p>3. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS 111 for guidance.</p> <p>4. Working from home will be considered and encouraged.</p> <p>5. Staff are encouraged to liaise with suppliers/buyers and other interested parties prior to meetings to identify potential risk to exposure.</p>						

Risk No.	Hazard	Who might be affected and how?	1 – Details of recommended NHS / UK Government / FCO / WHO / etc. General health and safety risk management controls (zoonosis) 2 – What are we currently doing	Evaluate current control measures.			1 – New control measures recommended 2 – Why the recommended control measures are not implemented 3 – General comments	By who	By when
				Do we need to implement additional controls?					
				Yes	No	N/A			
			6. This advice or how to access it is passed onto employees.						
R6	Coronavirus (COVID-19) (CV19)  <i>Employee(s) who have contracted CV19</i>	Employees, general public, family members  Contracted CV19 by any means.	1. If NHS 111 or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy. 2. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS 111 for guidance. 3. Staff will be encouraged to self-isolate where contact has been made. 4. This information has been passed onto employees.						

## Appendix C

### Additional Information

The below list of contact details and links is not exhaustive; however, it has been included to provide a route to gathering more information on COVID-19 including any changes in Government policy.

- NHS 111 Online Service - <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>
- NHS Telephone Service – 111 or 18001 111 on a textphone
- NHS Coronavirus Guidance - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- CIPD HR Inform - <https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak>
- WHO - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- UK Government - <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Institution of Occupational Safety & Health - <https://www.iosh.com/more/news-listing/coronavirus-guidance-from-iosh-and-the-world-health-organization/>

In addition to the links provided above please utilise local information relevant to your country or municipality.