

CORONAVIRUS ADVICE

**CITY
ESSEX &**

Last review: 17.03.20

Next review: As WHO/HMG
advice is updated

City & Essex Limited and all affiliated subsidiaries.

Following Government updates issued on 16th March 2020, please carefully read and follow the instructions below.

WHAT ARE THE SYMPTOMS?



Fever

100.4 °F / 37.8°C

or above



Runny Nose



**Sore Throat
or Cough**



Headache



Difficulty Breathing

If you, or anyone in your household have Coronavirus symptoms, however mild, being a new and persistent cough and/or a temperature (as defined above), the entire household must stay at home for 14 days to help protect others and slow the spread of the virus. The government has also advised to avoid all non-essential travel, public venues such as bars, theatres, restaurants and cafés.

If you have to stay at home, you do not need to ring 111 unless your symptoms deteriorate to the point where you'd usually seek medical advice. At this point, people should use the online service (<https://111.nhs.uk/covid-19>) rather than ringing 111. This will reduce the amount of calls being received by 111 and allow the service to speak with people that may have life threatening symptoms.

This advice is now irrelevant of travel history and is based on symptoms.

PLEASE ENSURE THAT YOU ARE WEARING YOUR PPE AS YOU HAVE BEEN TRAINED TO DO SO, THIS IS OF VITAL IMPORTANCE. IF YOU ARE RUNNING LOW ON GLOVES PLEASE LET YOUR MANAGER KNOW BEFORE YOU RUN OUT SO THEY CAN ORDER MORE.

Previous advice issued with regarding to hand washing and 'catch it, bin it, kill it' is still relevant. For queries regarding pay and SSP, please speak with your Line Manager or HR (01268 776 476 and select option for payroll).

Please see below instructions for correct washing of hands.



1 Remove any jewellery from hands and wrists to allow effective cleaning. Wet hands with clean water.



2 Apply enough cleanser to ensure it produces a good thick lather.



3 Rub hands to produce lather.



4 Palm to palm.



5 Right palm over the back of the left hand and vice versa.



6 Intertwine the fingers of the right hand over the left and vice versa. Pay particular attention to the areas between fingers and finger nails.



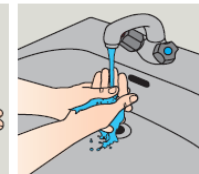
7 Rotational rubbing backwards and forwards with clasped fingers of the right hand in the left palm. Change hands and repeat.



8 Rotational rubbing of right thumb clasped in the left palm, change hands and repeat.



9 Grip the left wrist and work cleanser into the skin. Do the same with the right wrist.



10 Rinse off all traces of lather with clean water.



11 Dry hands thoroughly with a disposable paper towel.



12 Discard paper towel in waste bin, avoid touching the bin.

Latest advice is available from GOV.UK :

https://www.gov.uk/search/all?topical_events%5B%5D=coronavirus-covid-19-uk-government-response&order=updated-newest