



**TOOL BOX TALKS
STAFF (COVID-19)
120**

ISSUE	PURPOSE	ORIGINATED	REVIEWED	AUTHORISED	DATE
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SCCI GROUP LIMITED
PIPER HOUSE
14 WEST PLACE
WEST ROAD
HARLOW
ESSEX
CM20 2GY

TOOLBOX TALK NO. 120
ENGINEERING (COVID-19)

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).

Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and 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.

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

What is being done

- All staff are being provided with hand sanitizer
- Ban on all international business travel
- Additional sanitising cleaning service on a daily and weekly basis
- Restrictions on external meetings and third party visitors to office
- Review and implementation of home working to maintain business continuity.
- Minimise the need to attend office or crowded areas where possible.
- Staff who are able to work from home are instructed to do so and managed by line managers
- Precautions and measures are in place for staff who have been identified as vulnerable and line managers must manage on an individual basis
- Additional recruitment to the office minimised
- Additional remote office to be set up and teams split to maintain BAU

SYMPTOMS

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually.

Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

WHAT CAN YOU DO TO PROTECT YOURSELF?

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

Why?

Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

- Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.

Why?

When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

- Avoid touching eyes, nose and mouth.

Why?

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why?

Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. Why?

National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

WHAT TO DO

Drink water to keep yourself hydrated; you should drink enough during the day so your urine (pee) is a pale clear colour.

Wash your hands for at least 20 seconds

Avoid coughing into your hand, always try to catch in a tissue and then bin

If you do feel unwell with flu like symptoms you should follow Government guidelines and self-isolate contacting 111

Do not come into work and contact your line manager by phone

If anyone in your household is self-isolating or been advised to self-isolate do not come into work and contact your line manager by phone

Should I wear a mask to protect myself?

Only wear a mask if you are ill with COVID-19 symptoms (especially coughing) or looking after someone who may have COVID-19. Disposable face mask can only be used once. If you are not ill or looking after someone who is ill then you are wasting a mask. There is a world-wide shortage of masks, so WHO urges people to use masks wisely. The most effective ways to protect yourself and others against COVID-19 are to frequently clean your hands, cover your cough with the bend of elbow or tissue and maintain a distance of at least 1 meter (3 feet) from people who are coughing or sneezing. **

**This advice has been issued by World Health Organisation

Brief discussion points

Please don't hesitate to contact the Health & Safety Department