

COVID-19 Update Social Distancing in the workplace – March 2020

t: +44(0) 207959 3066
www.packagedgroup.com

In light of recent updates surrounding social distancing within the workplace, along with ensuring we are all vigilant and continue to offer a safe working environment for all employees and agents fit to work, it is imperative that we as a business follow strict guidelines in reference to social distancing, hygiene and honesty in the workplace

All employees must

- Ensure they stick to a strict 2-meter distance from fellow employees
- No more than two people in each designated workplace and set out by the site manager
- Breaks and lunch to be staggered to no more than two people in any area, sticking to the guidance on social distancing
- Gloves and where possible face masks to be worn at all times
- Hand washing before each meal and break to be adhered to – washing for 20 seconds using antibacterial handwash followed by hand sanitiser
- Any signs of symptoms must be notified, and self-isolations adhered to
- Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

What you need to know

Businesses and workplaces should encourage their employees to work at home, wherever possible if someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home and advised to follow the advice to stay at home

Employees should be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues

Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products

Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others

Those who follow advice to stay at home will be eligible for statutory sick pay (SSP) from the first day of their absence from work

Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If evidence is required by an employer, those with symptoms of coronavirus can get an isolation note from NHS 111 online, and those who live with someone that has symptoms can get a note from the NHS website

Employees from defined vulnerable groups should be strongly advised and supported to stay at home and work from there if possible

Symptoms

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature.

For most people, coronavirus (COVID-19) will be a mild infection.

What to do if someone develops symptoms of coronavirus (COVID-19) on site

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance.

If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Keep monitoring the government response page for the latest details.

Travel arrangements

Anyone who has a new, continuous cough or a high temperature should be advised to quickly and directly return home and to remain there and initiate household isolation. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.

Limiting spread of coronavirus (COVID-19) in business and workplaces

Businesses and employers can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. Posters, leaflets and other materials are available.

Employees and customers should be reminded to wash their hands for 20 seconds more frequently than normal.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

Stay safe

Kind Regards



Packaged Group Ltd