

TOP TIPS TO STOP THE SPREAD OF CORONAVIRUS FOR FRONT LINE STAFF

Local government plays a critical role in responding to the coronavirus crisis. In line with national guidance, our stance is for everyone who can work from home, to do so. Many of us will be able to work from home, whilst many others will be undertaking their critical roles in our communities and from our key buildings.

This document includes simple steps for staff to follow to reduce the spread of coronavirus.

When you are at work

- Adhere to social distancing whenever you can, that is:
- Keep a 2 metre distance from other people.
- Use telephone and IT such as Lync and email to communicate with colleagues and teams.
- Do not congregate with others in communal areas, such as kitchens, toilets and corridors.
- Wash your hands as soon as you get to work and often throughout the day. Wash them thoroughly for 20 seconds with hot soapy water or use 60% alcohol hand sanitiser.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.
- Clean and disinfect your workspace frequently. Clean hard surfaces including handles, stair rails, keyboards and phones regularly with detergents and bleach. The virus lives on hard surfaces for 12 hours.
- Avoid touching your face.

When you get home

- Continue to regularly wash your hands and use tissues when you cough or sneeze.
- Keep nails trimmed short and remove false nails, rings and bracelets for effective handwashing.
- Shower and wash your hair each day.
- Gargle with antiseptic mouthwash.
- Wash clothes frequently with normal detergent. Put fabrics, which can't be washed, in the sun.

If you are symptomatic

- A new continuous cough (this means you started coughing repeatedly) and/or
- high temperature of 37.8C or above - you feel hot to touch on your chest or back

If you experience one or more of these symptoms you should immediately contact your manager to advise, cover your face and go home. Do not use public transport. Either use your own car or ask a family member to pick you up.

A single person living on their own they will need to self-isolate for 7 days. For those living within a shared family environment, the whole family will need to self-isolate for 14 days.

Only use NHS 111 if your symptoms get worse or are no better after home-isolation.