

Covid-19 Prevention & Response Policy for CERA LTD

SUMMARY STATEMENT

In January 2020, the World Health Organization (WHO) declared the outbreak of a new coronavirus disease, called Covid-19 or SARS-CoV-2 in Hubei Province, China, to be a Public Health Emergency of International Concern. On 12 March, they declared it a Global Pandemic. In response to this outbreak, please read this Prevention & Response Policy to help minimise the impact of infection for our team and the wider community.

For up to date information on infection, death and recovery rates per country click here:

<https://www.worldometers.info/coronavirus/>

Symptoms of Covid-19.

The symptoms for Covid-19 can include:

- Coughing / shortness of breath
- Fever ($\geq 38^{\circ}\text{C}$)
- Tiredness
- Body aches
- Runny nose
- Sore throat
- Looking obviously unwell
- Feeling confused / disorientated
- Diarrhoea

Many infected people experience a relatively mild infection, ranging from cold and flu-like symptoms to feeling like they have the actual flu.

Mild to moderate infections are taking about two weeks to recover from. About 20% of infected people experience a much more serious infection, requiring hospitalisation for several weeks.

Current data suggests the fatality rate rises as you get older and is higher in those with underlying health conditions.

Please see below for the symptoms that should trigger a period of self isolation.

How Covid-19 spreads.

Covid-19 spreads in a similar way to the flu. When someone who has it coughs or exhales, they release droplets of infected fluid. Most droplets fall on nearby surfaces and objects, i.e. desks and computers. People could catch Covid-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. Standing within one meter of an infected person for 15 minutes can also transfer the virus through inhaling these droplets.

Most persons infected with Covid-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age; people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes and heart or lung disease are also more vulnerable to serious illness.

Travel considerations.

All non-essential travel will be cancelled or postponed in accordance with Government recommendations.

If/when travelling is safe to do so (according to the Government), there is no pressure for any team members to be at an airport or on a plane if they're uncomfortable with this mode of travel. If you have upcoming work-related travel and do not feel comfortable travelling, please let your manager know as soon as possible. Consider your personal health status and seek advice, e.g. from our government's travel recommendations website - gov.uk/foreign-travel-advice

When travelling, wash hands regularly, take hand sanitiser, and advise authorities if you're feeling unwell.

Also, where possible minimise the use of other public transport, i.e. opt for a taxi over more crowded options.

PREVENTION STRATEGIES

Everyday workplace sickness prevention methods.

There are many common sense, low-cost measures that will help prevent the spread of infections in our workplace, such as colds, flu and stomach bugs, and the spread of Covid-19. The below measures are best practice regardless of Covid-19 and should be implemented immediately (if not already):

-  • Stay at home if you show symptoms (don't return to work until you've been symptom free for at least 7 days if you live alone, or 14 days if you live with others)
-  • Cover your coughs and sneezes with a tissue, or cough or sneeze into your elbow / down your shirt
-  • Wash your hands often with soap and water for at least 20 seconds and dry thoroughly
-  • Frequently clean surfaces and objects. This particularly includes door handles.

Pandemic flu and Non-Pharmaceutical Interventions (NPIs).

When a new flu virus spreads, causing illness worldwide, it's called pandemic flu. Because a pandemic flu virus is new, the human population has little or no immunity against it, allowing it to spread quickly worldwide.

NPIs are among the best ways of controlling pandemic flu when vaccines are not yet available; these are actions, apart from getting vaccinated or taking medicine, that people can take to help slow the spread of illnesses and include important social distancing measures.

NPIs to undertake for Covid-19 at work

Changes in daily operations:

1. In line with Government guidelines, we encourage you to start working from home if this is possible.. We advise you to consider your home 'office' set-up now to ensure you have internet, a computer, to enable the continuation of working from home.
2. Postpone non-important work travel (see Travel Considerations section above).
3. Postpone work-related group events (those bigger than 25 people.).
4. Reduced in-person meetings. Ensure you remain 2m away from others or use online meetings where possible.

Reduced physical interactions:

1. Avoid handshakes, hugs and physical contact with friends and colleagues for the time being.
2. Please ensure you remain 2m apart at all times.
3. Wear protective gloves

Increased cleaning measures:

We have increased our cleaning frequency, and have begun periodic 'deep cleans'. We've purchased specialist hand sanitiser, disposable nitrile gloves, disinfectant spray for extra cleaning measures to workstations, worktops, tooling and door handles. **Please ensure the following practices are implemented:**

1. Keep your individual workstation clean and hygienic by regularly wiping down surfaces and objects, e.g. desks, keyboards, phones, computer mice, tooling, door handles etc.
2. Always wash your hands with soap before eating food and try not to touch your face.
3. Use hand sanitiser in the absence of soap and water.
4. Cover coughs and sneezes with a tissue and bin it.
5. We have initiated a policy for any visitors or customers to the workplace, whereby upon entering, they are asked to respect the 2m rule, Door handles should then be wiped following their visit.

A note on facemasks: Masks prevent people from spreading droplets. Provided masks should be worn by CERA staff or CERA staff and volunteers should wear a mask they hadve provided for themselves.

NPIs for at home.

There are many NPIs you and your family can implement at home.

These range from simple common sense measures, to being prepared in case you're required to self-isolate and/or work from home.

- 1. Try not to touch public surfaces with your fingers.**
Where possible, use knuckles rather than fingertips to flick light switches or press lift buttons, etc. Open push doors with your hips or elbows rather than your hands. Elbows can open many door handles. Using your sleeve is better than opening a door with a bare hand.
- 2. Practice good cough and sneeze etiquette.**
Cover your mouth with the inside of your elbow when coughing or sneezing unexpectedly. If you're sick, then you should have disposable tissues handy and/or be at home.
- 3. Be prepared to cancel your attendance at large social events or avoid crowded public places.**
Avoid all such events.
- 4. Mind how you talk about Covid-19.**
It's important to talk about Covid-19 with your family (and children) to relay preventive measures and minimise anxiety. Read this for more on [how to speak to children](#). Read [this resource](#) on how to avoid stigmatising people with the virus.
- 5. Make sure you are getting your news from trustworthy, reliable sources.**
If following the news is making you anxious, take a break from it. Find accurate and reputable advice from the government's dedicated [website](#)
- 6. Think about how you could lower your risk of contracting Covid-19 while still supporting the economy.**
Online shopping is our friend! Consider using PayWave when shopping instore and carrying sanitiser in public for when handwashing is not possible.

Self-isolation guidelines

If you, or anyone in your family shows symptoms (as described above), you should self isolate for a period of 7 days if you live on your own, or 14 days if you live with others.

As part of this, ideally you should have enough food and supplies to keep you and your family going.

Plan to have food available (including pet food) and cleaning and sanitary items to help prevent the spread if someone in your home develops Covid-19.

Non-perishable items may include:

- Rice, pasta, cereals, grains, beans, tinned food (such as beans, tuna, fruit, and vegetables), dried nuts and fruit, UHT milk, oil, and flavourings for some of your preferred 'pantry' dinners. Consider your preferred 'pantry' dinner menu when shopping
- Pre-cooked meals which you can freeze, along with raw meat, vegetables and bread
- For morale, include treat food such as lollies, chocolate, and most importantly, beer and wine...
- Soap, cleaning and sanitary products, hand sanitiser, laundry detergent, tissues

If you live alone, establish an isolation contact or contacts who you'll be able to reach out to regularly in the event you need to self-isolate. Ideally, this person should be 'on the outside' and should be able to deliver supplies to your front door.

Please stock up gradually and responsibly. Do not panic buy. Online grocery shopping is now widely available!

Self-isolation do's and don'ts

Do's

- Separate yourself from the people you live with, where possible avoid being in the same room at once
- Only allow people who live with you to visit and 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 if you feel unwell or are vulnerable.
- Pre-register for online grocery shopping so you're familiar with the service
- Make sure you tell delivery drivers to leave items outside for collection if you order online
- Clean toilets and bathrooms regularly
- Consider a bathroom rota if you have a single bathroom; 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; ideally in the dishwasher
- Stay away from your pets - if unavoidable, wash your hands before and after contact

Don'ts:

- Invite visitors to your home or allow visitors to enter
- Go to work, school or public areas unless instructed otherwise
- Use public transport, e.g. buses, trains, tubes or taxis
- Share dishes, glasses, cups, eating utensils, towels, bedding, etc. with other people in your home

IF YOU DEVELOP SYMPTOMS OF COVID-19

When to raise an alarm:

If you or a close family member has one or more of the following symptoms, DO NOT GO OUT IN PUBLIC (or attend work), instead call 111 and also inform your manager immediately:

- **A new, continuous cough**
This means coughing a lot for over an hour, or 3 or more coughing episodes within 24 hours.
- **A high temperature**
This means you feel hot to touch on your chest or back (you do not need to measure your temperature)

Freephone 111

Do not present yourself at a GP surgery until you've been given advice to do so. If you've been outside of the country, be sure to mention this.

This is critical; we can't afford for healthcare workers to be in isolation due to unnecessary exposure to Covid-19.

COMMUNICATION AND SOCIAL MEDIA

Client communications via email and our social channels will be required if we make changes to operations that will directly affect them.

In the event of a change that requires notifying our clients, The **CERA LTD** team must be advised first. All communications should be handled by the Marketing Team.

FREE ANNUAL FLU VACCINATION

Whilst the annual flu vaccination will not protect you from Covid-19, it has been labelled by health professionals as having 'a very important indirect effect' on the potential impact of Covid-19.

The reasons being:

- The more people immunised against the flu (and the less people affected by the flu), the more public resources available to respond to the Covid-19 outbreak

- Reducing the number of people who contract the flu reduces the number of people who will exhibit flu like symptoms, requiring both the need for Covid-19 testing (tests are limited) and disruptive self-isolation

IMPORTANT REAL-TIME INFORMATION REGARDING COVID-19

Regularly view the below website to stay up to date with the latest advice about Covid-19

Government advice:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Advice for employers:

<https://www.acas.org.uk/coronavirus>

Disclaimer: This policy is subject to change, pending updates in recommendations from our Government. It has been created specifically for employees and Volunteers of CERA LTD and as a information guide only for others.