

Staying well at work: Information for workers

This information is to help prevent coronavirus spreading in the workplace. The virus is easily spread between people in two main ways:



- 1.** Close contact with infected people (who may not be showing symptoms)
- 2.** Touching a contaminated surface and the virus then entering the body (through eyes, nose, mouth)

The virus is spread by people taking it from one area or community to another.

Potential for spreading from one place to another:

When you move from one place to another, you need to take care that you are not spreading the virus between places and people. This can happen when people move:

- From one job to another as the virus could be spread into a different area and therefore to a different group of people.



- Between home and work. This increases the risk to your co-workers or families / households. More contacts mean more risk, so be aware of this if you share your living space with people from other families or use shared childcare. You and everyone in your home should be following Government guidance to prevent coronavirus.



Potential for spreading between people at work:

If you are close to other people from different households, there is risk of the virus spreading between people. This could happen:

- On the way to work if you share transport, or if you work in a close group.
- If you pick up the virus from a contaminated surface.



What can I do to protect myself and others?

- Walk or cycle to work if you can. Try not to travel with people from outside of your household.
- If you have to use any shared transport - including public transport - wear a face covering and if possible have the windows open for ventilation.
- Always wash your hands when you arrive at or leave work and when you arrive home or at another job.
- Wash your hands / use sanitizer frequently throughout the day, especially before eating, after touching shared surfaces or after using the toilet.

- If you use protective equipment at work such as gloves, face masks, aprons etc, make sure that you know how to put it on and take it off safely. Training should be provided by your workplace.
- Keep your distance from work colleagues, including at break times and when arriving / leaving work.
- Change out of your work clothes before you leave work or immediately on returning home.
- If you or anyone that you live with has symptoms (high temperature, cough, loss of sense of taste or smell), you should not go in to work.
- If you have been told to isolate from one job, you should not go to any other job.
- Don't share food, drinks or cigarettes (including lighters), as these can be ways to spread the virus.
- Make sure that you catch coughs and sneezes into a tissue or your sleeve'

NHS Test and Trace is the system in place to help stop the spread of the virus.

If you have symptoms, get a test as soon as possible. If you or anyone in your household has symptoms you should let your manager or employer know straight away.



TESTING IS FREE

They are easy and quick (results in 48 hours). The test involves having two swab (like a giant cotton bud) samples taken, one from the nose and one from the back of the throat.



To book a test, call 119 or online at www.nhs.uk/coronavirus You can then drive to a test centre or get a kit through the post to do it yourself at home.



Stay at home (known as isolating) if you (or anyone in your household) has symptoms, is waiting for test results, has a positive result, or you have been told to by NHS Test & Trace. Your manager will advise you on isolating if you need to.

You must isolate for the full time-period (10 days if you test positive, 14 days if you have been in contact with someone who has tested positive.) even if you feel well. This is because you can still be infectious to others during this time. Once you have completed your isolation period, you should return to work only if you feel well.

If you cannot go into work because you have symptoms or have been told you need to isolate and you cannot work from home, then you may be entitled to paid sick leave in the usual way.

Changes to protect you:

Your employer should have completed a coronavirus Risk Assessment to identify hazards and ways to protect people in the workplace. To try and reduce the amount of close contact between workers, you might now be working in a smaller team or with different shift patterns. If you have any concerns about your safety at work regarding coronavirus, you should speak to your manager, Trade Union representative, employment agency or the 'enforcing authority' (as detailed on the 'Health and Safety Law poster' in a staff area).

For up to date advice and guidance on Coronavirus visit
[**https://www.gov.uk/coronavirus**](https://www.gov.uk/coronavirus)

For further information for employees visit
[**https://www.acas.org.uk/working-safely-coronavirus**](https://www.acas.org.uk/working-safely-coronavirus)