

Coronavirus Fact Sheet

Coronavirus ~ COVID-19

What is it?

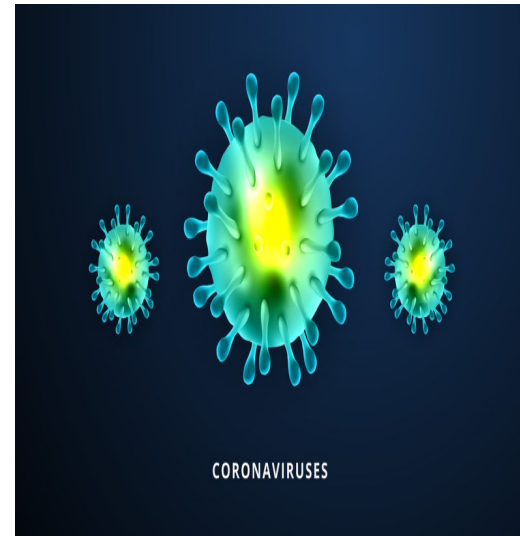
COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus. This new coronavirus started in Hubei Province, China. The coronavirus causes a disease which is called COVID-19

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness, not coronavirus .

How is it spread?

The coronavirus is most likely to spread from person-to-person through:

- ◆ Direct close contact with a person while they are infectious;
- ◆ Close contact with a person with a confirmed infection who coughs or sneezes, or;
- ◆ Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.



COVID-19 Key Facts

- The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person
- You must not go to A& E if you are unwell and think you may have COVID-19
- You must use the 111 Coronavirus service or call 111
- Good hand hygiene is one of the best ways of preventing the spread of the virus
- Cough etiquette helps too
- It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. But it may last on some surfaces for a few hours or up to several days

How can we help stop it spreading?

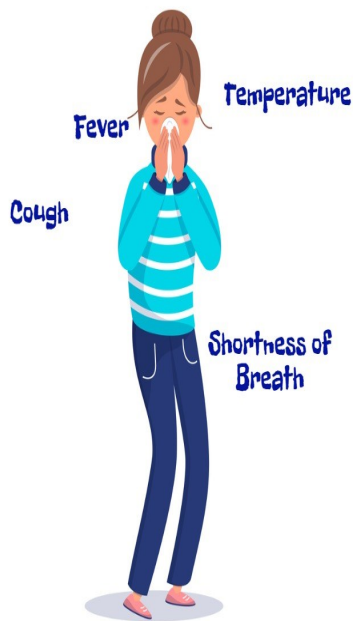
Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You must:

- ◆ Wash your hands frequently with soap and water, before and after eating and after going to the toilet
- ◆ Cover your cough and sneeze, dispose of tissues and use alcohol-based hand-sanitiser. If you don't have a tissue, use your sleeve.
- ◆ If unwell, avoid contact with others (touching, kissing, hugging etc.)



'Based on the World Health Organization's declaration that this is a public health emergency of international concern, the UK Chief Medical Officers have raised the risk to the UK from low to moderate.'
NHS Website March 2020

Symptoms of COVID-19



What should I do if I have travelled?

Stay indoors and avoid contact with other people if you've travelled to the UK from the following places in the last 14 days, even if you do not have symptoms:

- ◆ Iran
- ◆ Hubei province in China
- ◆ lockdown areas in northern Italy
- ◆ special care zones in South Korea

Stay indoors and avoid contact with other people if you've travelled to the UK from the following places in the last 14 days and have a cough, high temperature or shortness of breath, even if your symptoms are mild:

- ◆ mainland China outside of Hubei province, Italy outside of the lockdown areas, South Korea outside of the special care zones, Cambodia, Hong Kong, Japan, Laos, Macau, Malaysia, Myanmar, Singapore, Taiwan, Thailand, Vietnam

ACAS Guidance for Employers and Employees

- ◆ keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- ◆ make sure everyone's contact numbers and emergency contact details are up to date
- ◆ make sure managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace develops the virus
- ◆ make sure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly
- ◆ provide hand sanitiser and tissues for staff, and encourage them to use them
- ◆ consider if protective face masks might help for people working in particularly vulnerable situations
- ◆ consider if any travel planned to affected areas is essential
- ◆ Employers must not single anyone out. For example, they must not treat an employee differently because of their race or ethnicity.

Sick Pay

- ◆ The workplace's usual sick leave and pay entitlements apply if someone has coronavirus.
- ◆ Employees should let their employer know as soon as possible if they're not able to go to work.
- ◆ Check out the ACAS website for information on what you should do with pay if an employee has to self-isolate.

Myth Busting

- ◆ **The new coronavirus can be transmitted through goods made in China or any country reporting COVID-19 cases.**

A: Its unlikely, however washing your hands is always a good idea

- ◆ **Hand dryers are effective at killing the virus?**

A:No. Hand dryers are not effective in killing the 2019-nCoV.

- ◆ **Pets at home spread the new coronavirus (2019-nCoV)?**

A: At present, there is no evidence that animals/pets such as dogs or cats can be infected with the new coronavirus.

Which Policies Do I Need?

- ◆ Business Continuity
- ◆ Infection Control
- ◆ Pandemic
- ◆ Sickness Absence
- ◆ Unable to Attend the Workplace
- ◆ Compassionate Leave
- ◆ Bereavement Policy

QUESTION?

Do I need to wear a face mask?

- ◆ It is not necessary to wear a face mask if you are well.

QUESTION?

Someone at my partner's work has been confirmed as having coronavirus,. What should I do?

The only people who may need to stay away from school, work or university are:

- ◆ people with confirmed coronavirus
- ◆ people who have been in close contact with someone with confirmed coronavirus
- ◆ people who have been to a country or area with a high risk of coronavirus in the last 14 days – see our coronavirus advice for travellers
- ◆ Otherwise, you should continue to go to school, university and work as normal.
- ◆ You can use the NHS 111 online coronavirus service to find out what to do.

What about a close family member ?

You need to use the 111 Coronavirus Service to find out what you need to do. You do not necessarily need to stay away from work or school if someone you live with has recently come from a country or area with a high coronavirus risk.



There is currently no vaccine to prevent Novel Coronavirus. The best way to prevent infection is to avoid being exposed to the virus.

What is self-isolation?

If the worker is required to self-isolate, then they should be advised to remain at home for 14 days following last exposure and avoid close contact with other people as much as possible. Advise that they:

- ◆ Avoid having visitors
- ◆ Ask friends, family or delivery services to drop off any food or medicines that they might need/run other errands on their behalf
- ◆ Don't go to work, school or public areas
- ◆ Don't use taxis or public transport
- ◆ Don't go to the GP or A&E

What action do I need to take now?



- ◆ Check your Business Continuity Plan
- ◆ Complete an action plan if there are any gaps
- ◆ Complete your pandemic checklist – how prepared are you?
- ◆ Check your staff and Service User Files – Who is at Risk?
- ◆ Contact your Local Authority – what is the local plan?
- ◆ Make sure you have communicated your policies and procedures
- ◆ Make sure your infection control training is up to date
- ◆ Keep your staff and Service Users up to date

Handwashing Techniques to Stay Healthy

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. How long? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.



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Useful Contacts

- ◆ Out of Hours Clinical Advice: 111 for personal use or the 111 Coronavirus Service
- ◆ Public Health England: 020 8200 4400 (professional use only)
- ◆ You can also contact your local office. The details are on the website:

<https://www.gov.uk/guidance/emergency-contacts->

Useful Websites

- ◆ 111 Coronavirus Service <https://111.nhs.uk/covid-19>
- ◆ Coronavirus Action Plan <https://www.gov.uk/government/publications/coronavirus-action-plan>
- ◆ Government plans to support health and social care system in fight against COVID- 19 <https://www.gov.uk/government/news/government-outlines-further-plans-to-support-health-and-social-care-system-in-fight-against-covid-19>
- ◆ Coronavirus Myth Busters <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>
- ◆ Advice to Healthcare workers including care homes <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-guidance-for-healthcare-providers-with-staff-who-have-travelled-to-china/guidance-for-healthcare-providers-healthcare-workers-who-have-travelled-to-china>
- ◆ Guidance for social or community care and residential settings on COVID-19 <https://www.gov.uk/government/publications/guidance-for-social-or-community-care-and-residential-settings-on-covid-19/guidance-for-social-or-community-care-and-residential-settings-on-covid-19>

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