

Coronavirus

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Prefect Controls Ltd is taking the matter of Coronavirus very seriously and is following the advice set out by Public Health England (PHE)

They recommend that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- Covering of mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

If Prefect personnel are worried about symptoms, they are advised to call NHS 111.

Not to go directly to their doctor or any other healthcare environment.

Face masks are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.

There is no perceived increase in risk from handling post or freight at this time.

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

If a person becomes ill in a shared space, these will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

All waste that has been in contact with the individual, including used tissues, and masks if used, will be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It will be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, we will be instructed what to do with the waste.

With regard to our installation teams working in the field at education establishments such as UK universities, we have advised them of the correct conduct in terms of personal hygiene i.e. regular hand washing and avoiding unnecessary contact with students and surfaces where contamination could occur.

In the event of them having worked at a site where a positive diagnosis has been made, we will conform with the sites policy, meaning work will stop immediately and any affected personnel will be encouraged to self-isolate until cleared to resume normal practice.

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Any individual who is unwell has been advised to call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain their circumstances, where they have visited in the last 14 days and outline their current symptoms.

While they wait for advice from NHS 111 or an ambulance to arrive, they will remain at least 2 metres from other people. They will avoid touching people, surfaces and objects and are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they will cough and sneeze into the crook of their elbow.

If a member of staff is confirmed to have contracted Coronavirus our management team will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions to take.

The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

Advice on cleaning of communal areas such as offices or toilets will be given.

- Those who have had close contact with the virus will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation advice sheet
- they will be actively followed up by the Health Protection Team
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they are advised to call NHS 111 for reassessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for Prefect management to determine what evidence they require, if any, from the employee.

People who test positive will be advised to self-isolate and not to work in contact with other people. We are strongly advised to use our discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19, in accordance with the public health advice being issued by the government.

Employees should continue to follow existing risk assessments and safe systems of work.



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What is coronavirus and what are the symptoms?

As a group, coronaviruses are common viruses across the world. Typical symptoms include fever and a cough that may progress to pneumonia causing shortness of breath and breathing difficulties. Novel coronavirus (2019-nCov) is a new strain of coronavirus first identified in Wuhan City, China.

What are the symptoms of coronavirus and what should I do if I feel ill and think that I may have it?

Typical symptoms include fever and a cough that may progress to pneumonia causing shortness of breath and breathing difficulties. Generally coronavirus can cause more severe symptoms in people with weakened immune systems, older people and those with long-term conditions like diabetes, cancer and chronic lung diseases.

If you feel ill and think you may have coronavirus, perhaps because you have recently returned from China, or because you have been within 2 metres with someone who has or has been confirmed as having the virus for at least 15 minutes, you should seek medical advice if you develop symptoms such as fever, runny nose, cough or difficulty breathing. NHS advice is to call 111 – do not visit a healthcare facility. You should also inform your manager.

We are employed to work at a university sites for Prefect Controls, should we take additional precautions?

You should continue to follow the recommended hygiene practice and the policy of the site you are working at:

- Wash your hands regularly with soap and water,
- When you cough or sneeze it is especially important to: use a clean tissue to cover your mouth and nose; bin the tissue after use; and wash your hands regularly with soap and water. Simply – **Catch it, Bin it, Kill it.**

If you develop symptoms of coronavirus such as fever, runny nose, cough or difficulty breathing. NHS advice is to call 111.

Should I stop holding the handrail when going up and down stairs in order to avoid the risk of infection?

No. You should continue to hold the handrail. The risk to your personal safety of falling or tripping because you are not holding the handrails is far greater than the likelihood or consequence of picking up an infection from a handrail.

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Will the company be deploying anti-bacterial gel across its sites?

Medical advice is that washing your hands regularly with soap and water is just as effective and avoids the risk of experiencing skin irritation or developing a rash. However, if the coronavirus should spread in the UK we will endeavour to make anti-bacterial gel available at our major sites for people who wish to use this and to field based staff. Anti-bacterial gel should be used where there is no readily available access to hot water and soap.

Will Prefect Controls issue masks to all employees and suppliers?

The UK Government advice is that masks don't protect people from becoming infected (although they may stop people who have the infection from spreading it to others in the short term). The Company will continue to follow advice from the Government on this area.

What ongoing support will I be given?

Prefect Controls will continue to update you on its plans for Coronavirus, if you require anything further you should contact your Prefect Controls contact to discuss the support plans they have in place.