

To: Our Valued Employees

Subject: COVID-19: Keeping Our Workplace Safe

As global concern about the current COVID-19 outbreak grows, we're doing our best to keep everyone healthy and safe in the workplace while also minimizing the disruptions to our day-to-day operations. We would also like to remind you of the steps that we can all take to reduce the spread of coronavirus, while continuing our operations as normally as possible.

We want to provide you with reassurance that we're closely monitoring the situation and will do our best to keep you updated as things develop. If you're looking for trusted, up-to-date information, we recommend visiting the specific coronavirus websites of World Health Organization and CDC.

We understand the current outbreak is worrying, and we want to take a moment to share the ways we can all help keep the workplace safe, as well as the steps we'll take as a business if and when necessary. We all have a collective responsibility to keep ourselves and others safe.

Since the virus is highly contagious and there's currently no vaccine, we all need to:

What to do if you fall ill

If you develop:

- a fever, particularly a high temperature and/or
- a new continuous cough,

you must not attend work and must self-isolate for seven days.

You should notify your line manager by telephone before you are due to start work, or as soon as possible if that is not practical.

You do not have to get medical advice from NHS 111 to self-isolate. However, if your symptoms worsen during self-isolation or are no better after seven days, you should contact NHS online at 111.nhs.uk. There is a tool at 111.nhs.uk/service/covid-19 for you to carry out a check if you think you have symptoms.

If you have no internet access, you should call NHS 111. Please dial 999 only if you have a medical emergency. If possible, you should avoid going to your doctor or a hospital to prevent infection from spreading.

Stay home if we are sick

From 13 March 2020, anyone with mild symptoms of the flu need to self-isolate at home for a period of seven days after their symptoms started to show.

Individuals should do this even if they have not been in contact with anyone with the coronavirus or have travelled back from an affected area.

The symptoms as outlined on the NHS 111 website are as follows:

- A new continuous cough and/or
- A high temperature

Anyone off as a result of the above is entitled to statutory sick pay (SSP), subject to the usual qualifying conditions.

Advice on self-isolation has changed from 14 days to seven as it is commonly believed people will not be contagious seven days after the onset of symptoms.

Refrain from visiting the workplace after travel to an infected city or high-risk country

Please do not come into the workplace for 7 days if you've visited a city with a confirmed case of the virus, whether the trip was business-related or for personal travel. Additionally, if you've visited any city, with or without confirmed cases, in the countries of China, South Korea, Italy, or Iran, please refrain from entering the workplace for 7 days. Please visit the WHO website for an up to date list of high risk countries.

Stay home if we've had contact with a potentially infected person

The virus spreads easily from person to person. Please self isolate if you've had contact with a confirmed case or potentially infected person. This includes persons returning from high-risk countries.

Refresh ourselves on proper cough and sneeze hygiene

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze;
- put any used tissues in the bin straightaway and wash your hands immediately after handling used tissues;

- try to avoid touching your eyes, nose or mouth if you have not washed your hands recently; and
- try to avoid close contact with people who are unwell

Wash our hands regularly

Proper hand washing remains the best way to prevent transmission of the virus. Wash your hands after using the restroom, touching your face, eating, drinking, coughing, or sneezing, and at regular intervals throughout the day. Use warm soapy water and wash your hands for at least 20 seconds, or the time it takes to sing “Happy Birthday” twice. Alternatively, alcohol-based hand sanitizer is effective as well.

Stop touching our faces

Objects that we commonly touch are the main way the disease is spreading. Reduce the chance of transmission from a fomite, like a doorknob, by keeping your hands away from your eyes, nose, and mouth.

Rely on virtual communication when possible

In an effort to cut down on human-to-human contact, please cancel in-person meetings and communicate via videoconferencing or phone calls. Skype or Zoom is great!

In turn, the measures we’re taking as a company will:

[We recognize not all of these measures will be applicable to all businesses. Select the options that are feasible for your company]

Increase supplies of sanitiser wipes

We’ll ensure the workplace has ample sanitiser wipes and ask that employees regularly wipe down their workstations

Provide ample hand sanitiser and tissues around the office

Please cough and sneeze into tissues and immediately discard them. Use hand sanitizer after coughing, sneezing, touching your face, and regularly throughout the day.

Temporarily ban visitors and non-essential people from the property

This includes personal visitors and non-essential business visits from vendors, clients, and suppliers.

Take action if school or public transport is cancelled

In the case of these events, the company will evaluate and take action.

Increase the frequency of cleanings

We'll be increasing the frequency of our cleaning service to ensure the workplace remains as hygienic as possible.

Consider remote work arrangements

We will evaluate the option if the virus continues to spread. In the meantime, if you have concerns please contact HR and we will evaluate requests on a case-by-case basis.

Of all these measures, we cannot stress enough the importance of staying home when you're sick. Please do your part to keep everyone safe and healthy by refraining from coming into work with symptoms even if you "feel fine."

As always, please contact the HR team or your manager with any questions or concerns.

Thanks for your continued support in this uncertain time.