

Healthcare Guidance: Evesham Office

**Xact Consultancy and Training Limited**

**Healthcare Guidance Note 100: Evesham Office**

**Date of issue: Friday 20<sup>th</sup> March 2020**

## 1. Introduction

This information is provided for those working at our Evesham offices

**Note:** Please see other guidance notes on Xact [Website](#) for other activities

## 2. Reference sources

This guidance note is based on advice from NHS and Government websites:

**NHS:** [Website](#)

**Government:** [Website](#)

**Note:** Information provided in this guidance note is current on date of issue. Should more up-to-date information become available from NHS or Government, then that up-to-date information should be followed.

## 3. Medical advice

Use NHS [online services](#) for advice if you:

- a) think you may have Coronavirus
- b) have been to a country or area in last 14 days with a high risk of Coronavirus
- c) been in close contact with someone with Coronavirus

Call NHS Coronavirus service 111 if you are:

- d) unable to access online services
- e) your condition does not improve after seven days

**Note:** Do not go to a GP surgery, pharmacy, hospital or other healthcare environment.

## 4. Prevention activities

Please follow the guidance below:

- a) Follow: Procedure 100: Office Cleaning Procedure
- b) Notify your line manager if work colleagues are not following guidance
- c) Contact a manager for advice

## 5. Travelling for Xact

Please follow guidance below:

- a) Keep travelling to a minimum

- b) Minimise potential for catching Coronavirus by:
  - i) maintaining a physical distance from others
  - ii) avoiding close contact with those who appear to have symptoms
- c) Have available for your personal use, hand sanitiser and tissues

## 6. Self-isolation – staying at home

See NHS website for advice on [staying at home](#)

### 6.1 When to stay at home

Stay at home if you or anyone in your household has either a:

- a) **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- b) **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

### 6.2 Time period

Time period for staying at home:

- a) if you have symptoms, stay at home for seven days
- b) if you live with others who have symptoms, all should stay at home for 14 days from the day the first person got symptoms

## 7. Coronavirus symptoms

COVID-19 is a new illness that can affect lungs and airways. Caused by a virus called Coronavirus, symptoms include:

- a) cough
- b) high temperature
- c) shortness of breath/difficulty in breathing

**Note:** These symptoms do not necessarily mean you have the illness and are similar to other common illnesses such as cold and flu.

## 8. Most vulnerable to Coronavirus symptoms

Those most vulnerable to Coronavirus should stay at home. They are those who:

- a) are 70 or over
- b) have a long-term condition
- c) are pregnant
- d) have a weakened immune system

**9. How to avoid catching Coronavirus**

- a) wash your hands with soap and water often – do this for at least 20 seconds
- b) always wash your hands when you get home or into work
- c) use hand sanitiser gel if soap and water are not available
- d) cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- e) put used tissues in the bin immediately and wash your hands afterwards
- f) avoid close contact with people who have symptoms of coronavirus
- g) only travel on public transport if necessary
- h) work from home, if you can
- i) avoid social activities, such as going to pubs, restaurants, theatres and cinemas
- j) avoid events with large groups of people
- k) use phone, [online services](#), or apps to contact your GP surgery or other NHS services
- l) do not touch your eyes, nose or mouth if your hands are not clean
- m) do not have visitors to your home, including friends and family

**10. Notifying Xact**

Notify Xact immediately if you:

- a) have or may have Coronavirus, *or*
- b) have been instructed to self-isolate, *or*
- c) are staying at home

**Note:** Please use emergency contact numbers to notify Xact