

Healthcare Guidance: Tutors

Xact Consultancy and Training Limited

Healthcare Guidance Note 102: Tutors

Date of issue: Friday 20th March 2020

1. Introduction

This information is provided for tutors of Xact courses

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 guidance below:

- a) Try to ensure you maintain 2m from each other
- b) Keep social contact to a minimum
- c) Use PowerPoint **Coronavirus 2** slides during course introduction
- d) Notify all to:
 - i) Follow guidance provided by NHS helpline
 - ii) Follow delegate guidance on home page [website](#)
 - iii) Regularly wash hands, as a minimum, every time they return to training room

- iv) Sneeze (or cough) into a tissue and place immediately into a bin. Wash hands
- e) Follow any additional guidance provided by venue
- f) Notify Xact if delegates are not following this guidance
- g) Contact Xact 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 or any delegate:

- 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