

Staying well at work: Information for workers

This information is to help prevent coronavirus (Covid-19) spreading in the workplace.

The virus is easily spread between people in two main ways:

1. Close contact with infected people (who may not be showing symptoms)
2. Touching a contaminated surface and then touching your eyes, nose, or mouth

This can happen:

- When you move from one job to another
- Or travelling between home and work

More contacts mean more risk, take extra care:

- If you share your living space
- Or use shared childcare

What can I do to protect myself and others?

- Walk or cycle to work if you can.
- Try not to travel with people you do not live with.
- If you use public transport, or car share, always wear a face covering and if possible, have the windows open for ventilation.
- Always wash your hands when you arrive at or leave work and when you arrive home.
- Wash your hands / use sanitizer frequently throughout the day, especially before eating, after touching shared surfaces or after using the toilet.
- If you use protective equipment at work such as gloves, face masks, aprons etc, make sure that you know how to put it on and take it off safely.
- Keep your distance from work colleagues, including at break times and when arriving / leaving work.
- Change out of your work clothes before you leave work or immediately on returning home.
- If you or anyone that you live with has symptoms (high temperature, cough, loss of sense of taste or smell), you should not go to work.
- If you have been told to isolate from one job, you should not go to any other job.
- Don't share food, drinks or cigarettes (including lighters), as these can be ways to spread the virus.
- Make sure that you catch coughs and sneezes into a tissue or your sleeve.

NHS Test and Trace is the system in place to help stop the spread of the virus.

If you have symptoms, get a test as soon as possible. If you or anyone in your household has symptoms you should let your manager or employer know straight away.

TESTING IS FREE

Tests are easy and quick. The test involves having two swab samples taken (using a giant cotton bud), one from the nose and one from the back of the throat.

To book a test, call 119 or online at www.nhs.uk/coronavirus
You can then drive to a test centre or get a kit through the post to do it yourself at home.

Stay at home (self-isolate) if you (or anyone in your household) has symptoms, is waiting for test results, has a positive result, or you have been told to by NHS Test & Trace.

If you have been told to self-isolate, cannot work from home and you are on benefits, you can apply for a £500 payment. Speak to your district/borough council to make an application.

Your employer may need to contact you if you have been in close contact with someone who has tested positive in the workplace. It is important that you make sure your employer has your up-to-date contact details should they need to get in touch.

For up to date advice and guidance on Coronavirus visit <https://www.gov.uk/coronavirus>

For further information for employees visit <https://www.acas.org.uk/working-safely-coronavirus>

For translated information on the Suffolk County Council website visit

<https://www.suffolk.gov.uk/about/web-accessibility/interpreting-and-translating-services/covid-19-information-in-other-languages/>