**What to do If someone becomes unwell at work with Covid-19 symptoms – i.e. high temperature, continuous cough**

**Dated: 15 March 2020 V1.1**

**Remove – individual from site**

* The unwell person to an area which is at least 2 metres away from other people,
* From this point only one other employee should look after the unwell person.
* If they have their own transport and are well enough to drive home. Ask them to leave via the nearest exit – (opening doors for them so they do not have to touch anything). Ensure that this is done whilst keeping the employees’ dignity.
* They can take personal items and items required to work from home with them

**Isolate - if they cannot leave site immediately**

* If possible. find a room or area where they can be isolated behind a closed door, such as a staff office.
* If it is possible to open a window, do so for ventilation.

**Arrange - for the employee to leave work & follow the Gov.uk advice to self-isolate**.

* If the unwell person does not have transport at work arrange for them to be collected by a family member
* If the person has a partner at work who they live with ask them to take them home and also follow the government self-isolate advice. (try not to let them travel on public transport if possible)
* If they are very unwell and unable to get home call 111 for advice who will advise (call 999 in an emergency)

**Whilst they wait - to be collected or for advice from 111 or for an ambulance to arrive**

* They should avoid touching people, surfaces and objects
* be 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 should cough and sneeze into the crook of their elbow.
* If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

**Avoid - others having contact with work spaces**

* Do not allow others to use their desk / work equipment

**Action – once the employee has left site**

* Follow the Information on cleaning and waste disposal – on HomeSafe-me

**Checklist**

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| **ACTION - If someone becomes unwell at work with Covid-19 symptoms – i.e. high temperature, continuous cough** | **DATE** |
| Contact ER team to inform someone has taken ill at work on:  [covid19@pennon-group.co.uk](mailto:covid19@pennon-group.co.uk) Ext 3761  or  [covid19@viridor.co.uk](mailto:covid19@viridor.co.uk) |  |
| Check the employee has contacted their Emergency contact person |  |
| Make the Director/MD aware and confirm actions taken  This is medical information DO NOT SHARE WIDER THAN YOU NEED TO |  |
| Report the sickness absence in the normal way |  |
| Manage the people in the team –  Communication  Guides |  |
| Review the work tasks the individual has been doing/need to be done |  |
| Confirm EAP details with the employee, the Team & you |  |
| Information how to keep in touch sent to Manager |  |
| Getting home/Car/personal belongings |  |
| Try to understand their day - where worked, who with etc. |  |
| Confirm company updates will be on Homesafe-me |  |
| Follow the Information on cleaning and waste disposal |  |
| Your health- did you touch them – Go wash your hands etc. |  |

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