

Westend Flooring Specialist Ltd COVID-19 Policy (March 2020)

Westend Flooring have considered the current and changing situation of the COVID-19 epidemic and request that all personnel adhere to the following guidelines

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

STEPS TO PROTECT YOU AND YOU COLLEGUES

Everyone should take simple steps to prevent the spread of COVID-19 and other respiratory illnesses:

- Wash your hands frequently
- Use hand sanitiser
- Avoid touching your face
- Cough and sneeze into a bent elbow or tissue, then throw away the tissue
- Dispose of used tissues in the bin immediately
- Avoid close contact with people who are sick
- Stay home when you or a family member is sick
- Clean and disinfect frequently used objects and surfaces

AVOID touching your eyes, nose or month

Symptoms

- Cough
- Difficulty in Breathing
- Fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Travel

People who have returned from Hubei Province, including Wuhan, Iran, Daegu or Cheongdo in the Republic of Korea, and any area within Italy under containment measures in the last 14 days should avoid attending work and inform the office ASAP. They should call NHS 111 for advice and stay at home.

NOTE: The area of containment are changing daily and to check this whether somewhere you have visited has been added please check www.gov.uk guidelines.

What to Do

1. What to do if a member of staff or public that has been confirmed as effected has visited your place of work. The Closure of the workplace is not recommended. The management team of the office or workplace will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.
2. **When individuals in the workplace have had contact with a confirmed case of COVID-19**

If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice. These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case

Contacts are not considered cases and if they are well they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the [home isolation advice sheet](#)
- they will be actively followed up by the Health Protection Team
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call NHS 111 for reassessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work

Westend Flooring have taken measures to aid in the prevention of transferring COVID-19 by suppling hand sanitors at every site and issuing this policy.

Any questions you may have should be directed through the office.

Anthony Kierans

Managing Director