

PREVENTING THE SPREAD OF **COVID-19**

What should I do to prevent catching and spreading the virus?



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



If you don't have a tissue use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

Advice for people who think they may have coronavirus

Step one



Do not go to a GP surgery, pharmacy or hospital

Step two



Contact NHS 111

Step three



You may be asked to self-isolate

Step four



Your details may be passed to local health protection teams

Step five



You may then be tested for the virus

Step six



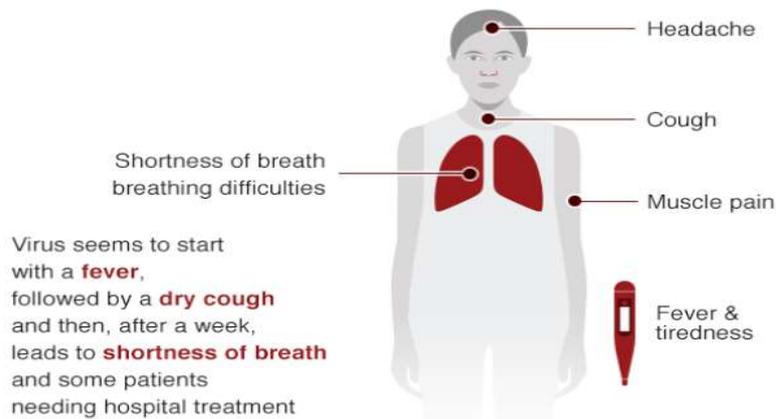
A doctor or nurse will give you advice on what to do next

What are the coronavirus symptoms?

Coronavirus infects the lungs. The symptoms start with a fever followed by a dry cough. After a week, it can lead to shortness of breath and some people need hospital treatment

The early symptoms can easily be confused with other winter bugs including colds and flu

Symptoms of coronavirus (Covid-19)



There are measures that may impact on our customers, contractors and supply chain. We would ask that you pay particular attention to them.:

- **Offsite visits are restricted to visits deemed critical to the business**
- **Contract work will be limited to essential work only, contractors will be subjected to a questionnaire prior to coming on site and any contractor or employee of contractors at risk of carrying the virus will be refused entry to the site.**
- **All visits to site stopped, expect any deemed business critical where the same criteria will need to be followed as the contractors, this will include delivery of round timber, delivery of goods, collection of finished goods.**
- **Employees are asked to maintain business contact with our business partners via technology (email, phone, video calls etc.)**
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COVID-19 (Coronavirus) Precautions

The senior Management here at A&J Scott Ltd remain committed to the health and safety of our staff, visitors, customers and suppliers.

As the COVID-19 (Coronavirus) is continuing to grow with daily increases in confirmed cases in the UK, it is important that we update you on the measures we are taking and specifically how it may impact on you.

Since the outbreak and as more information has become available, we have continued to communicate the information to employees. We need to take this opportunity to remind employees that should they return from an area deemed to be highly affected by the World Health Organisation (WHO) then they need to self-isolate for 14 days before returning to work. Regardless of any form of travel if you experience any of the symptoms described above then you should follow the information given.

The business operates a business continuity plan and as such the most senior members of the business have been meeting to discuss the potential impact of COVID-19 and how we can minimise and control the impact of the virus on our staff and thus remain operational and continue to meet customer demand.

We are introducing additional measures which will remain in place until further guidance is received from the World Health Organisation (WHO). These are as follows:

- Raise awareness and communicate on protective measures and good hygiene practices to all employees.
- Regular sanitisation of contact surfaces in frequently used areas such as rest rooms, the kitchen and offices.
- Sanitisation products have been placed in prominent places including the hand scanner in order to follow the good hygiene practices described.
- A more in-depth survey of the site has been carried out by a specialist company with regards to installing more sanitising stations throughout the site
- We are going to identify people at higher risk from COVID-19, where possible, and be prepared to send them home at the first signs of outbreak in the business, this will be extended to employees who may have vulnerable people at home.
- The business is also considering the event of school closures that may lead to staff shortages as parents may have to provide extra childcare.
- The business is looking into the possibilities of homeworking in the event of an outbreak and if it is possible for employees to connect from home and work remotely. Future business continuity meetings will take a view on this based on Government recommendations as to when this happens.
- The business would really appreciate it if staff members would consider sharing any travel plans they may have, especially to affected areas.

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The senior management of the business hope you fully understand the necessity for the measures described so far and indeed that these may change on a regular basis in line with recommendations. We also hope that in the interests of prevention that you will continue to be vigilant. We also apologise for any inconvenience these measures cause, but most importantly we sincerely hope that we all stay healthy and strong.

Stephen A Young – HSE Manager, A&J Scott Ltd.