

# SIMPLE STEPS FOR EMPLOYERS

in the health and safety of your team from Coronavirus



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## COMMUNICATE

Update and communicate on any actions you implement to reduce the risks of exposure in your workplace. Ensure the communicate is clear and concise.



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## EMERGENCY CONTACTS

This is a good time to ensure all of your team's contact numbers and emergency contact details are up to date.



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## SPOT THE SYMPTOMS

Make sure the managers know how to identify the symptoms of the coronavirus. Current advice on symptoms are: a cough, a high temperature, shortness of breath. Although these symptoms are common with similar illnesses such as a cold or flu and these symptoms does not necessarily mean you have the coronavirus illness.



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## KNOW THE RELEVANT PROCESSES

Ensure all of your team is aware of the sickness reporting and sick pay entitlement. The government has announced SSP for those who self isolate on the advice of NHS 111 or a GP. Further advice in due course will be announced by the government on sick pay..



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## ENCOURAGE GOOD HYGIENE

Stocking up and providing plenty of hand wash, hand sanitisers and tissues. Encouraging the team to wash their hands on a regular basis and to use tissues once and throw away. Encourage all to wipe communal areas such as kitchens, handrails, lift buttons, door handles etc.



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## EXTRA PRECAUTIONS

For teams working in vulnerable situations, you may want to consider providing face masks for your team.

# FURTHER ADVICE

## TEAM MEMBERS BEING UNWELL

If you are aware of any team members that have recently arrived back to work after visiting an affected area and they become unwell, you should advise them to:

- be at least 2metres (7ft) away from other people
- go to a closed room or office with a door
- try not to touch anything
- cough or sneeze into a tissue and dispose of immediately after, if tissues are not available they should cough or sneeze in the crook of their elbow
- use a separate bathroom where possible
- wash their hands and arms thoroughly
- use their own mobile phone to call NHS 111 for advice or if seriously ill or life threatening call 999.
- once on the call to the operators they should inform them of their symptoms and which affected area they returned from.

If you have any vulnerable team members due to their age, pregnancy or having pre-existing medical conditions, you should consider flexible arrangements for them as they are at a higher risk to becoming seriously unwell.

# SICK PAY

Your team's usual sick leave and pay entitlements still apply at present. The prime minister has announced emergency changes to when sick pay should start, however this has not been applied and further updates will be given in due course.

Statutory sick pay (SSP) is due to any team members who are eligible and has been advised by NHS 111 or a doctor to self isolate. If you are an employer who offers contractual sick pay, it is good practice to pay this as expected.

An alternate option to providing sick pay is allow the flexibility for people who are asked to self isolate to work from home wherever possible and continue to pay as normal.

Your team members are entitled to reasonable time off for dependents where there is an unexpected event or emergency. This would apply to situations in relation to the coronavirus. This includes looking after or arranging childcare for their children if their school/nursery has closed. To help their dependent if they're sick or for the need for them to go into isolation or hospital.

Your team members are not entitled to statutory pay for this absence, but it is your discretion if you wanted to pay the individual.

For further advice and guidance on how to lead and support your workforce through challenging times come and discuss with us at Apex HR.

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Further updates to be published as we get them.....