

# HOW TO PREPARE FOR WINTER ILLNESS ABSENCES



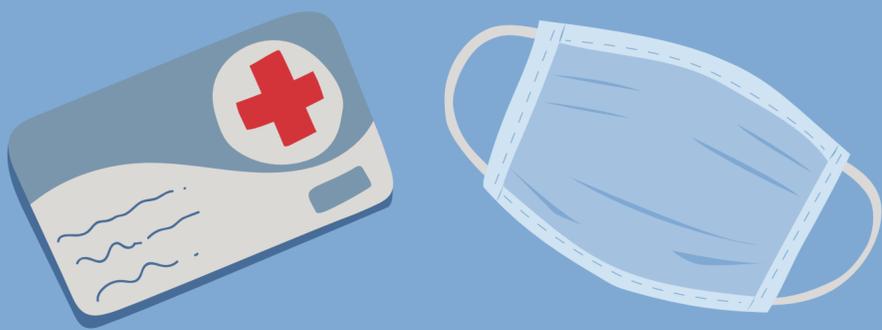
## FROM SUMMER TO WINTER

So we come to the end of Summer and enter into the Autumn/Winter months, the change in temperature is known to affect people's wellness. This time of year, there are many illnesses that tend to pass from person to person including, the common cold, flu, heightened allergies and other nasty viruses that can affect people's health. Unfortunately, this year we have an added Virus



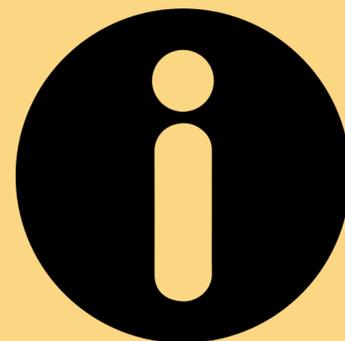
## RESUMING BUSINESS

Many organisations have resumed business after lockdown and have altered and adjusted their working practices to enable teams to return to the workplace safely. So how can employers prepare themselves for the possibility of high levels of absence due to winter illnesses?



## HEALTH AND SAFETY MEASURES

The threat of Covid-19 is still very real, and employers have a duty of care to reduce the risk of possible outbreaks in the workplace in line with current legislation. Having a robust Covid risk assessment along with control measures in place will reduce the potential spread of the virus



## CHECK OUT OUR STEP BY STEP GUIDE AND SYMPTOMS CHECKER

Our step by step guide will help with planning, taking decisions and identifying Covid-19 symptoms against that of other winter illnesses

# STEPS TO MANAGING SICKNESS DURING COVID



## STEP ONE

Review your sickness reporting guidelines, decide if you need to adapt the guidelines to include a consistent approach in dealing with self-isolation

- Suspected symptoms of Covid, report to line manager ASAP
- NHS 111 advise to self-isolate and are required to get a Covid-19 test
- If test is negative, the individual may return to the workplace when they feel well enough and will receive the normal sick leave and pay according to their company guidelines
- If the test is positive, the individual should isolate for 10 days as per government guidance. The individual may receive sick pay from day one as per government guidance
- Employer to identify if the individual has had any contact with other team members to decide on next action.
- If no other team member displays symptoms the organisation may remain open. If others display symptoms this may require being referred to PHE.
- Where a family member displays symptoms, the whole family is required to self isolate for 14 days. In these cases, the individual should work from home if able to do so
- Some cases may be more complex and should be treated on a case by case basis . Please refer to HR for further advice and guidance if required.

## STEP TWO

Have a back up plan in place for times of high level absence

Suggestions may be:

- Offering overtime or TOIL for those that are able to cover or work extra
- Arranging work to be covered, email diverts et
- Those who are self isolating but are not ill themselves, allow to work from home (if able to) keeping in touch with video calling etc
- Having a pool of temporary staff that can be available at short notice to cover
- Consider using agency staff



## STEP THREE

Share your review and back up plan. Engaging teams at an early stage allows for all suggestions to be considered. It promotes trust and confidence that wellbeing is taken seriously as well as communicating and setting expectations for potential absences.



## STEP FOUR

Identifying symptoms, the chart below will help with spotting Covid the symptoms



# WINTER ILLNESS SYMPTOM CHECKER

## CORONAVIRUS

### Common Symptoms

*Fever*  
*Dry Cough*  
*Tiredness*  
*Loss of taste and smell*

### Possible Symptoms

Shortness of breath  
Aches & Pains  
Sore Throat

### Rare Symptoms

Runny Nose  
Nausea  
Diarrhoea



## COMMON COLD

### Common Symptoms

*Aches & Pains*  
*Sore Throat*  
*Runny Nose*

### Possible Symptoms

Tiredness

### Rare Symptoms

Fever  
Dry Cough

No Symptoms of  
Nausea  
Diarrhoea



## FLU

### Common Symptoms

*Fever*  
*Dry Cough*  
*Tiredness*  
*Aches & Pains*  
*Sore Throat*  
*Nausea*  
*Diarrhoea*

No Symptoms of  
Shortness of breath  
Runny Nose



## ALLERGIES

### Common Symptoms

*Dry Cough*  
*Shortness of breath*  
*Runny Nose*

### Rare Symptoms

Aches & Pains

### No Symptoms of

Fever  
Tiredness  
Sore throat  
Nausea  
Diarrhoea

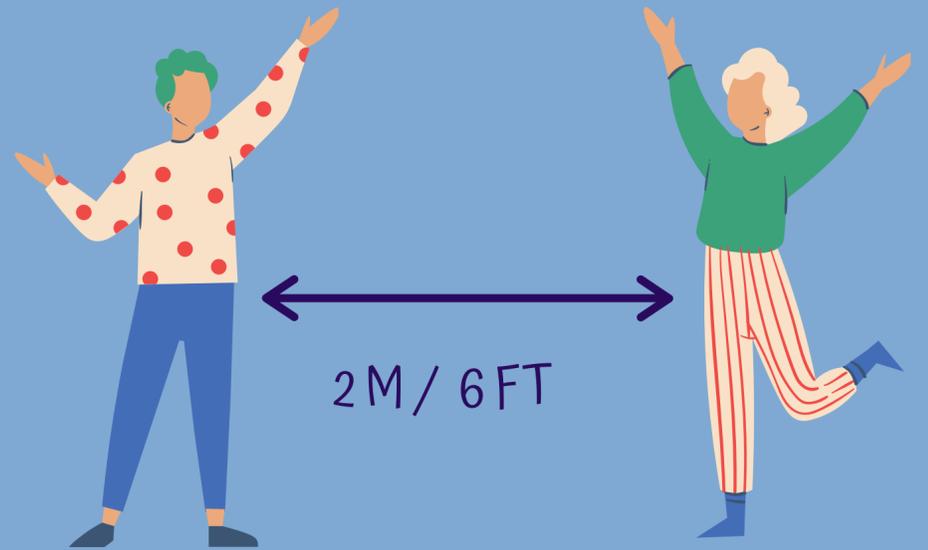


# STOP THE SPREAD



## WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



## MAINTAIN PHYSICAL DISTANCING

Maintain at least 2 meters (6 feet) distance between yourself and others



## AVOID TOUCHING EYES, NOSE AND MOUTH

Our hands touch many surfaces and can pick up viruses. Once contaminated, our hands can transfer the virus to your eyes, nose or mouth.



## IF YOU HAVE A FEVER, COUGH OR DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough or difficulty breathing, seek medical attention and call in advance.