

# Coronavirus Fact Sheet

## Coronavirus ~ COVID-19

### What is it?

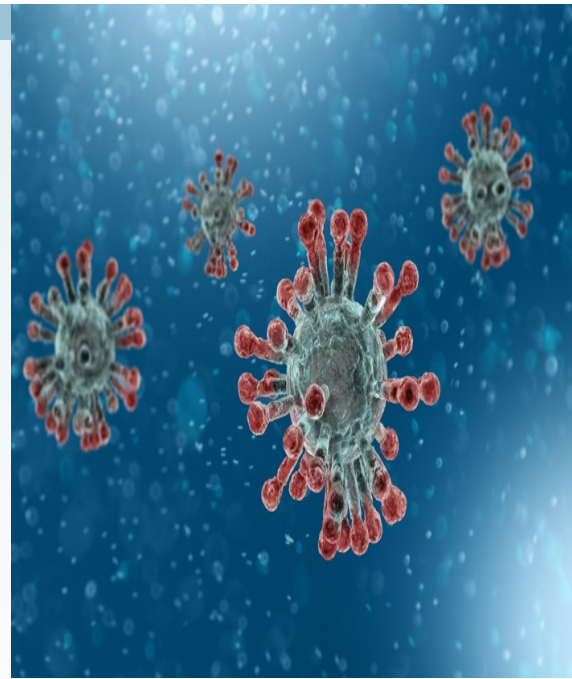
Coronaviruses can make humans and animals sick. Some coronaviruses can cause illness like the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). This new coronavirus started in Hubei Province, China. The virus was renamed (11th Feb 2020) SARS-CoV-2 and the disease the virus causes is now called COVID-19.

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness, not coronavirus.

### How is it spread?

The coronavirus is most likely to spread from person-to-person through:

- ◆ Direct close contact with a person while they are infectious;
- ◆ Close contact with a person with a confirmed infection who coughs or sneezes, or;
- ◆ Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.



### COVID-19 Key Facts

- It is most likely to be spread through coughs and sneezes when a person is infectious
- It is possible to spread it from surfaces – as this is a new virus it is not known how long it lasts on surfaces
- You must not go to A& E if you are unwell and think you may have COVID-19
- You must call your GP or 111
- Good hand hygiene is one of the best ways of preventing the spread of the virus
- Cough etiquette helps too

## How can we help stop it spreading?

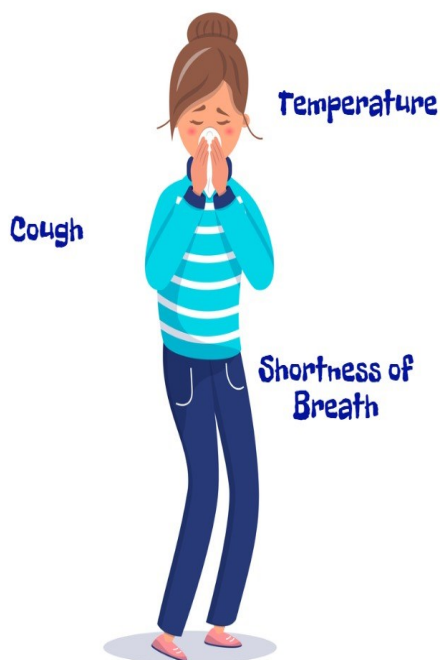
Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You must:

- ◆ Wash your hands frequently with soap and water, before and after eating and after going to the toilet
- ◆ Cover your cough and sneeze, dispose of tissues and use alcohol-based hand-sanitiser
- ◆ If unwell, avoid contact with others (touching, kissing, hugging etc.)



*'The UK Chief Medical Officers have raised the risk to the public from low to moderate. But the risk to individuals remains low.'* NHS Website Feb 2020

## Symptoms of COVID-19



## What are the symptoms?

If you have been;

- ◆ To Wuhan or Hubei Province in China in the last 14 days
- ◆ To other parts of China, including Macau and Hong Kong, in the last 14 days
- ◆ To Thailand, Japan, Taiwan, Singapore, Republic of Korea or Malaysia in the last 14 days
- ◆ In close contact with someone with confirmed coronavirus
- ◆ And have a high temperature, cough, shortness of breath (even mild)
- ◆ You may be at risk of having been in contact with someone who has the virus, SARS-CoV-2

## What do I do if a member of staff becomes ill?

In the following scenarios workers must notify their manager and **cannot** go to work if:

- ◆ They have left, or transited through mainland China in the last 14 days (they must isolate themselves for 14 days from leaving mainland China)
- ◆ They have been in close contact with a confirmed case of coronavirus in the last 14 days (they must isolate themselves for 14 days after the date of last contact with the confirmed case)
- ◆ Any person who has fever or respiratory symptoms, however mild, within 14 days of return to the UK must not attend work. They should remain at home and contact their GP or 111 by phone immediately for advice

### Which Policies Do I Need?

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- ◆ Business Continuity
- ◆ Infection Control
- ◆ Pandemic
- ◆ Sickness Absence
- ◆ Unable to Attend the Workplace
- ◆ Compassionate Leave
- ◆ Bereavement Policy

#### QUESTION?

##### Do I need to wear a face mask?

- ◆ It is not necessary to wear a face mask if you are well.

#### QUESTION?

##### There is someone in my child's school/university who has just returned from China or one of the other named areas, what should I do?

- ◆ People who have returned from Wuhan or Hubei province in the last 14 days should avoid attending school, work or university
- ◆ People who have returned from China or any of the other specified areas in the last 14 days are advised to stay at home if they develop symptoms.
- ◆ All other students should continue to attend school/university

## What about a close family member ?

Workers who do not have any symptoms, but who have a household member who has travelled to a risk area and has symptoms should be excluded from work until the household member has been clinically assessed and results of testing are available.



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*There is currently no vaccine to prevent Novel Coronavirus. The best way to prevent infection is to avoid being exposed to the virus.*

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## What is self-isolation?

If the worker is required to self-isolate, then they should be advised to remain at home for 14 days following last exposure and avoid close contact with other people as much as possible. Advise that they:

- ◆ Avoid having visitors
- ◆ Ask friends, family or delivery services to drop off any food or medicines that they might need/run other errands on their behalf
- ◆ Don't go to work, school or public areas
- ◆ Don't use taxis or public transport
- ◆ Don't go to the GP or A&E

## What action do I need to take now?



- ◆ Check your Business Continuity Plan
- ◆ Complete an action plan if there are any gaps
- ◆ Complete your pandemic checklist – how prepared are you?
- ◆ Check your staff and Service User Files – Who is at Risk?
- ◆ Contact your Local Authority – what is the local plan?
- ◆ Make sure you have communicated your policies and procedures
- ◆ Make sure your infection control training is up to date
- ◆ Keep your staff and Service Users up to date
- ◆ Stay up to date - it is a fast-moving situation!

## Handwashing Techniques to Stay Healthy

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. How long? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.



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## Useful Contacts

- ◆ Out of Hours Clinical Advice: 111 for personal use
- ◆ Public Health England: 020 8200 4400 (professional use only)
- ◆ You can also contact your local office. The details are on the website:  
<https://www.gov.uk/guidance/emergency-contacts-public-health>

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### Quality Compliance Systems

#### Have a question?



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