As the Coronavirus risk level in the UK elevates from low to moderate, there’s never been a more pertinent time for businesses to review their procedures for outbreak preparedness. We’re offering a few tips and reminders that will help most businesses stay on the ‘alert and ready’ side of any outbreak line.
TRAVELLING
Ensure your staff...

• avoid travelling to China given the current level of risk
• remain vigilant when travelling to other countries and check up-to-date travel advice on gov.uk before departing
• are encouraged to cancel or postpone work trips to destinations that pose a high risk. Consider hosting meetings via video conferencing rather than in person.

If travel is necessary, keep in regular contact with your colleagues and ensure they take necessary precautions and know what to do if they do feel ill.

BUSINESS PLANNING AND CONTINUITY
Review your internal processes to make sure...

• sickness absence policies are up-to-date and include reporting processes, contact procedures and attending the workplace if contagious viruses are suspected
• emergency planning, risk management and business continuity plans are in place and cover outbreak preparedness and evacuation processes
• stock levels of medical supplies such as hand wash, antibacterial lotion and tissues are adequately covered

PREVENTION AND STAFF WELFARE
Ensure your staff...

• are well-informed on ways to prevent infection. This includes, washing hands often, covering mouth and nose when sneezing or coughing, social distancing of up to 1m and avoid touching eyes, nose and mouth
• know what to do if they, or a member of their team, have any reason to suspect Coronavirus
• have access to the relevant policies and medical supplies as they need it

Health Management clients can contact the Occupational Advice Line on 01273 555 666 if they have any specific questions about Coronavirus.