

Guidance for individuals working from their usual place of work during COVID-19 (Novel Coronavirus) pandemic

For all employees:

- According to national guidance, businesses and workplaces should encourage their employees to work at home, wherever possible.

If the nature of work requires an employee to continue to work from their usual place of work:

- If an employee becomes unwell in the workplace with a new, continuous cough and or a high temperature, they should be sent home and advised to follow the stay at home advice on www.nhs.uk/coronavirus.

COVID-19 is a new virus that we are learning more about by the day. But similar viruses spread by personal contact or droplets from coughs and sneezes.

Some essential preventative steps you can take to protect yourself and others are:

- Clean your hands frequently by washing with soap and water for 20 seconds. This step is one of the most effective ways of reducing the risk of passing infection to others.
- Use hand sanitiser if soap or water aren't available and your hands are visibly clean.
- Cover your mouth and nose with a tissue when you cough or sneeze. If no tissues are to hand, sneeze into the crook of your elbow, not into your hand.
- Dispose of tissues and immediately wash your hands.
- Avoid touching your eyes, nose or mouth if your hands are not clean

In the workplace, there are some additional measures that everybody can take to further reduce the spread of viruses and infections:

- Open windows to ensure adequate ventilation of the workplace.
- Frequently clean and disinfect objects and surfaces that are touched regularly on and around your work area using standard cleaning products (your employer should provide these).
- Maintain a distance of at least 2 meters (3 steps) from colleagues when working in shared spaces.
- Avoid congregating in large groups and carry out face to face meetings virtually if possible.
- Avoid shaking hands in the workplace.

Following these tips may help to reduce the spread of COVID-19. Every individual has a role to play in preventing the spread of this virus.

Do I need to wear a facemask?

- There's very little evidence of widespread benefit from the use of facemasks outside clinical settings.

Do I need to wear gloves?

- Unless you would usually wear gloves within your role, regular handwashing is recommended over wearing gloves because they can become contaminated just the same as hands can.

Further information can be found in the guidance below (be advised that guidance continues to be updated):

1. [Public Health England. COVID-19: guidance for households with possible coronavirus infection.](#)
2. [Public Health England. Guidance for employers and businesses on coronavirus \(COVID-19\).](#)
3. [Public Health England. COVID-19: cleaning of non-healthcare settings.](#)
4. [Public Health England. Handwashing Advice – Public Information Materials.](#)