

Coronavirus (COVID-19)

Staff Guidance

The risk of catching the Coronavirus (COVID-19) is currently extremely low. It is good practice to follow some simple hygiene rules such as:

- washing hands regularly and thoroughly with hot water and soap
- using hand sanitisers where washing facilities are not readily available
- using tissues when sneezing or coughing and throwing them away in a bin

It is important that staff and managers know how to spot the symptoms of coronavirus and ensure the Council's sickness absence reporting procedures are followed to minimise any risk of contracting the virus.

People should not be treated differently due to their race or ethnicity.

Common symptoms of Coronavirus (COVID-19) include:

- high temperature or fever
- cough
- shortness of breath

These symptoms do not necessarily mean that an individual has the virus as they are very similar to other illnesses which are much more common, such as cold and flu. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

If an employee is displaying any of these symptoms, and they have recently returned from affected areas, they should not report for work, inform their line manager and telephone their GP or NHS 24 on 111. If an employee becomes unwell at work and has recently come back from an area affected by coronavirus they should: **www.nhsinform.scot/coronavirus**

- isolate themselves from colleagues/return home
- avoid touching anything
- use separate bathroom if possible
- seek medical advice by phoning (using their own mobile if possible) NHS 24 on 111

The Council will continue to follow guidance issued by NHS, further information can be accessed in the following link coronavirus information on **www.nhs.uk**