

Health and Safety Toolbox Talk No: 145

Coronavirus – General guidance during COVID19 outbreak



Where applicable, please refer to the relevant Pinnacle site-specific risk assessment for COVID 19 and abide by the controls in place.

Always refer to relevant COVID 19 activity risk assessments and Toolbox Talks

The advice for everyone is to follow this guidance.

Is the work necessary?

To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so.

Public-sector employees working in essential services, including education settings, should continue to go into work where necessary.

Anyone else who cannot work from home should go to their place of work.

The risk of transmission can be substantially reduced if [COVID-secure guidelines](#) are followed closely. Extra consideration should be given to those people at higher risk.

Those classed as [clinically extremely vulnerable](#) can go to work as long as the workplace is COVID-19 secure, but should carry on working from home wherever possible.

There is no limit to group size when you are meeting or gathering for work purposes, but workplaces should be set up to meet the COVID-secure guidelines.

You should continue to:

- follow social distancing rules
- travel to venues or amenities that are open, for work or to access education, but aim to reduce the number of journeys you make



The most common symptoms of COVID-19 are recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).

If you develop these symptoms, however mild, or you have received a positive coronavirus (COVID-19) test result then you should immediately self-isolate stay at home for at least 10 days from when your symptoms started.

If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days. See the [stay at home guidance](#) for further information.

If you have any symptoms of COVID-19, you should arrange a test by visiting [NHS.UK](#), or contact 119 via telephone if you do not have internet access.

Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, before you eat or handle food, or when you get to work or arrive home

Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water for 20 seconds or use hand sanitiser.

You must wear a face covering by law in some public places unless you have a face covering exemption because of your age, health or another condition. You are also strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.

Social distancing, hand washing and covering coughs and sneezes, remain the most important measures to prevent the spread of COVID-19. Face coverings do not replace these.

Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

Information on local COVID alert levels, including what they mean, why they are being introduced and what the different levels are, can be found at:

<https://www.gov.uk/find-coronavirus-local-restrictions>

For general information on COVID 19, please refer to:

<https://www.gov.uk/coronavirus?gclid=EAlalQobChMI1K7px6rF7AIViu3tCh3zPw5XEAAAYASA AEgK99fD BwE>

