

# Working safely during coronavirus

As we move through the Scottish Government Route map to ease lockdown measures, it is important that we continue to feel safe at work and all do our bit to help suppress COVID-19 and support Test and Protect.

## Supporting Test and Protect:

### Test and Protect

In order to manage the spread of the virus, Test and Protect is the Scottish Government's programme to confirm cases of Covid-19 through testing and further reduce the spread by identifying and contacting anyone you were in close contact with to get them tested too.

### Covid-19 Symptoms

If you have the symptoms of Covid-19—a persistent, continuous cough, high temperature, change in your sense of taste or smell, you must self-isolate, let your line manager know and arrange for a test within the first three days of symptoms at [www.nhs.uk/ask-for-a-coronavirus-test](http://www.nhs.uk/ask-for-a-coronavirus-test). If you can't get online, you can call **0800 028 2816**.

If you test positive for COVID-19 you will be asked to provide details of anyone you have been in close contact with recently. Your close contacts will also be asked to self-isolate but your identity will not be revealed. It is really important that we do this to prevent the virus from spreading further. Close contact means:

- Face-to-face contact less than 1 metre away
- Spending more than 15 minutes within 2 metres
- Travelling in a car or other small vehicle with someone, even on a short journey

## My colleague has been told to self-isolate, what does that mean for me?

You should come in to work as normal unless you receive a call or text from a Test and Protect contact tracer. Please be assured that we are following the latest Government Guidance on workplace safety and have the right measures in place to protect you and help you continue to follow the hygiene guidance: wash your hands regularly with soap and water for at least 20 seconds, sanitise your work station at the start and end of your shift, avoid touching your face and stick to physical distancing rules.

## Ensuring COVID-safe workplaces and practice:

- Following national guidance
- Physical distancing where required
- Enhanced regular cleaning in our buildings every day
- PPE in line with the latest Government Guidance
- Sanitisers, cleaning stations, hand gels across premises
- Risk assessments to support reopening of schools, workplaces and helping Shielders return to work.

## It's completely normal to feel concerned

This is a new and changing situation for everyone, but the priority is the wellbeing of our staff and local people. We're here to help.

**Your line manager** first port of call if you are concerned. Share how you are feeling and they will do their best to reassure and support you.

**Our HR and Health and Safety officers** are a great source of information and support and can provide advice to you and your manager.

Visit our 'Health, Safety and Wellbeing webpage' for helpful resources including a 'Staff Wellbeing Guide', contact details for our confidential Time for Talking counselling service and the number for our Occupational Health team Covid-19 helpline. [www.renfrewshire.gov.uk/health-safety-wellbeing](http://www.renfrewshire.gov.uk/health-safety-wellbeing)

Your own GP can provide advice based on your personal health history while the NHS Inform website has straightforward information and guidance.

The important message here is to talk to someone, and get the reassurance you need.



### If you start to feel unwell at work

Your manager will take a note of your symptoms and make arrangements to help you to get home safely. If you need to use public transport, please keep away from other people and wear a face covering. Once you are home, make sure you arrange a test as soon as possible at [www.nhs.uk/ask-for-a-coronavirus-test](https://www.nhs.uk/ask-for-a-coronavirus-test) or, if you can't get online, you can call **0800 028 2816**.

If you test positive for the virus inform your manager immediately and self-isolate for a **minimum of 10 days**.

You can obtain an isolation note at <https://111.nhs.uk/isolation-note>



### If you start to feel unwell at home

You should stay home and contact your line manager who will inform HR and update your absence on Business World. If you have any symptoms of the virus, please contact Test and Protect on **0800 028 2816** or book a test online. **You should stay at home for 10 days** from the day your symptoms started, and **all members of your household should isolate for 14 days** from the first day you had symptoms.

There's lots of information to support you when isolating at home—the NHS Inform website is the best place to start, and the council is here to support you.

If your symptoms are severe at the start or worsen during isolation, phone **NHS 24 (111)**

### If you haven't received a call from a contact tracer, but think you were working in close contact with your colleague

Speak to your line manager if you are concerned. It is likely that you have not been deemed a high risk and you can continue to come to work. It is important however that your manager is able to assess your individual circumstances and can contact HR and Health and Safety colleagues for advice.



### Useful Websites and Telephone numbers

#### Test and Protect Scotland

[www.nhsinform.scot/campaigns/test-and-protect](https://www.nhsinform.scot/campaigns/test-and-protect)

#### Book a Test

[www.nhs.uk/ask-for-a-coronavirus-test](https://www.nhs.uk/ask-for-a-coronavirus-test)

**0800 028 2816**

#### NHS Inform

[www.nhsinform.scot](https://www.nhsinform.scot)

#### Isolation Note

<https://111.nhs.uk/isolation-note>

#### Time for Talking

[www.timefortalking.co.uk](https://www.timefortalking.co.uk)

**0800 970 3980**

#### Clear Your Head

<https://clearyourhead.scot>