



CORONAVIRUS (COVID-19) ACTION PLAN 10.03.20

At Hurst's, we are actively monitoring and implementing official guidance to protect the health, safety and wellbeing of our staff and others and will continue to do so.

As a precautionary measure to ensure the safety of our employees, continuity of our operations and the service we provide to our customers, Hurst have formulated the guidance below to help us manage the potential risks posed.

If you or anyone in your household have been to any of the below locations (or any other locations identified as at risk by the UK Government) since the outbreak of the virus you must follow the UK Government advice on isolation until you have been cleared of any risk of carrying the virus:

- Hubei province in China in the last 14 days, even if you do not have symptoms
- Iran, lockdown areas in Italy or special care zones in South Korea
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#lockdown-areas> since 19th February, even if you do not have symptoms
- Other parts of mainland China or South Korea, Hong Kong, Japan, Macau, Malaysia, Singapore, Taiwan or Thailand in the last 14 days and have a cough, high temperature or shortness of breath (even if your symptoms are mild)
- Other parts of Northern Italy (anywhere north of Pisa, Florence and Rimini), Cambodia, Laos, Myanmar or Vietnam since 19th February and have a cough, high temperature or shortness of breath (even if your symptoms are mild)

In order to reduce the risks of infection we request all staff follow the simple rules below:

Do:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap and water are not available
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Try to avoid close contact with people who are unwell

- Get plenty of sleep – lack of sleep can negatively affect the immune system
- Wipe down electronics – use disinfectant or antimicrobial wipes for keyboard, laptop, desktop, mobile phones.
- Eat healthily – a balanced diet can go a long way in ensuring that your body is functioning properly, including your immune system.

Don't

- Do not touch your eyes, nose or mouth if your hands are not clean

Please note the following symptoms of COVID-19 which may develop within 14 days of exposure:

- Fever/high temperature, dry cough, shortness of breath, headache, muscle pain, extreme tiredness.

If you believe you have symptoms you must adhere to the following steps:

1. Do NOT go to a GP surgery, pharmacy or hospital
2. Call 111 or use the online coronavirus service <https://111.nhs.uk/service/covid-19> to find out what to do next.
3. Contact your line manager with details of the advice issued by 111 for advice on whether you are to continue to visit the office or sites or whether you should work from home.
4. Anyone asked to work from home must remain working from home for either 14 days or a period agreed with your line manager.
5. If you are too unwell to work then please inform your line manager on a daily basis as per the company sickness policy.

Further guidance on Coronavirus (COVID-19) is available at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>