This update follows the Government communication regarding Covid 19 (Coronavirus):

**The figures (Scotland) as of 10:00am 17th of March**

- 171 Positive tests
- One person has died (patient had underlying health conditions)

**The updated guidance highlights the following:**

- Social distancing
- At risk/vulnerable persons
- Stay at home guidance

**SOCIAL DISTANCING OUTLINES:**

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough;
- Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible
- Work from home, where possible. Your employer should support you to do this.
- Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs
- Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
- Use telephone or online services to contact your GP or other essential services.

For those who are over 70, have an underlying health condition or are pregnant, we strongly advise you to follow the above measures as much as you can, and to significantly limit your face-to-face interaction with friends and family if possible

**This advice is likely to be in place for some weeks**

**Use link below for more information:**

AT RISK PERSONS (PERSON WITH UNDERLYING HEALTH CONDITIONS)

- This group includes those who are:
- Aged 70 or older (regardless of medical conditions)
- Under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):
- Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- Chronic heart disease, such as heart failure
- Chronic kidney disease
- Chronic liver disease, such as hepatitis
- Chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- Diabetes
- Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- Being seriously overweight (a BMI of 40 or above)
- Those who are pregnant

HIGH RISK GROUPS

People falling into the groups below are those who may be at particular risk due to complex health problems such as:

- People who have received an organ transplant and remain on ongoing immunosuppression medication
- People with cancer who are undergoing active chemotherapy or radiotherapy
- People with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment
- People with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)
- People with severe diseases of body systems, such as severe kidney disease (dialysis)
STAY AT HOME GUIDANCE

New guidance has been published regarding possible Coronavirus (Covid 19) symptoms, the guidance below must be followed if you display the symptoms or live with someone who displays the symptoms.

Symptoms are:

- new continuous cough and/or
- high temperature

For most people, coronavirus (COVID-19) will be a mild illness.

Key message:

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when your symptoms started. (See ending isolation section below for more information)
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- For anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period. (See ending isolation section below for more information)
- If you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period
- If you cannot move vulnerable people out of your home, stay away from them as much as possible

If you have coronavirus symptoms:

- Do not go to a GP surgery, pharmacy or hospital
- You do not need to contact 111 to tell them you’re staying at home
- Testing for coronavirus is not needed if you’re staying at home

Use link below for more information:

WHAT TOUGH CONSTRUCTION LTD PLAN TO DO

We at Tough Construction Ltd are planning ahead to ensure that you the employees are safe and minimise the chance of infection while you are work.

The list below is not exhaustive and we shall continue to review our strategy going forward

Continue to promote sound advice of personal hygiene practices

- Wash your hands often with soap and water
- 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 immediately and wash your hands afterward
- Avoid close contact with people who have symptoms of coronavirus

Added precautions being considered are:

- Deep cleaning regimes imposed on appointed cleaning contractors
- Regular cleaning of work stations
- Ample provision of cleaning products
- Limiting or cancelling non-essential meetings or appointments
- Reduce the number of the employees in the office, promote working from home where practical to do so**
- Reduce interaction with office visitors such as delivery drivers/couriers, have a drop off area for parcels, politely refrain from signing PDA if possible, courier to sign or have dedicated person signing for items.
- Keep access door opened to reduce contact with handles/door faces etc.
- Do not share /use other individuals eating utensils/drinking vessels

REMEMBER THE VIRUS CAN SURVIVE ON A HARD SURFACE FOR UP TO 72 HOURS

Identify at risk employees:

- We shall identify at risk employees who may be at a higher risk due to the medical conditions outlined on from the list on page 2
- We will take adequate steps to shield you from potential risk of infection
- We shall review government guidance daily and communicate any updates without delay
WORKING FROM HOME **

The government has recommended working from home (if practical to do so) Tough Construction Ltd
Tough Construction Ltd shall assess if it is practical to carry out your work activities from home, taking into account IT restraints such as connection to the company server, telephone connections and other factors on general administration duties.
Working from home is also bound by the Health and safety at work at, duty of care to employees and each case shall be assessed individually in terms of practicality and safety.

SICK PAY WHILE ILL OR SELF-ISOLATING

➢ People who cannot work due to coronavirus or self-isolating and are eligible for Statutory Sick Pay will get it from day one, rather than from the fourth day of their illness – we intend to legislate so this measure applies retrospectively from 13 March 2020
➢ Statutory Sick Pay will be payable to people who are staying at home on government advice, not just those who are infected, from 13 March 2020 after regulations were laid on 12 March 2020 – employers are urged to use their discretion about what evidence, if any, they ask for
➢ If employees need to provide evidence to their employer that they need to stay at home due to coronavirus, they will be able to get it from the NHS 111 Online instead of having to get a fit note from their doctor – this is currently under development and will be made available soon

Persons who display any of the stated symptoms must refer to the government guidance regarding self-isolation, this must be adhered to avoid the high risk of contamination of others and possible closure of the office.

Use link below for more information

EMERGENCY PLAN FOR AN INFECTED PERSON WHILE AT WORK

An action plan will be devised and agreed by management in the event an employee displaying symptoms of the Covid 19 or the symptoms advised by the government

- Cough (A new/continuous)
- Difficulty in breathing
- Fever

- The main aim would be to isolate the individual to a designated area where the risk of infection to office area and employees can be reduced/controlled.
- Obtain medical advice and seek guidance on how to evacuate the individual safely for medical care if required

GUIDANCE FROM THE GOVERNMENT WEBSITE REGARDING AN EMPLOYEE BECOMING ILL AT WORK:

- If someone becomes unwell in the workplace and has travelled to China or other affected countries, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.

- The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don’t have any tissues available, they should cough and sneeze into the crook of their elbow.

- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available

Use link below for more information:

At the moment its business as usual, we as a business shall follow government guidance on control measures and next step actions. The priority shall always be the employee’s welfare and livelihood as well as ensuring the business runs as close to normal as possible.

These are unprecedented times which calls for unprecedented measures, we must follow government guidance to ensure your maintained health and ultimately the continued operation of the business.

We are aware of future measures that maybe introduced by the government such as Nursery/school closures and the impact that may have on child care needs. Tough Construction shall review or strategy daily and ensure you are kept up you date with the latest developments.

We appreciate your anxieties at this time but be rest assured we as a company are doing all we can to ensure your health is maintained and the future of Tough construction Ltd secure.

We hope we can rely on your co-operation in these difficult times.

Kind regards
Bob Leishman
17th of March 2020