In light of advice given by the UK government, Isle of Man Government and the Church of England around Coronavirus - Covid 19 we would ask you all to consider the following

As you are aware the situation is changeable and we are looking at business as usual as much as possible.

However we need to take sensible precautions to protect ourselves and others from any potential spread of the virus.

The biggest thing we can do at the moment is basic hygiene. So we ask you to wash your hands thoroughly and frequently.

Soap, water and twenty seconds of washing is the advice we are given. Also follow the basic advice when sneezing – catch it, bin it.

For general advice on Coranavirus – Covid 19 including hand washing advice see the NHS site <https://www.nhs.uk/conditions/coronavirus-covid-19/>

* If you are at risk or think you may be at risk
* If you have the known symptoms of Coranavirus – Covid 19 – Cough, high temperature or breathing difficulties then while it doesn’t mean you have the virus we advise you to use the NHS Coronavirus Helpline.
* If you have contact with someone who may have been infected then also contact the NHS Coronavirus Helpline.
* If you think you are at risk, do not come into work unless advised to. Speak to your line manager and advise them of your situation.

Holidaying

* You will need to speak to your line manager about the implications of holidaying in a known risk area.
* If you have booked or are looking to book a holiday abroad you should follow government travel advisories and not go to an area where there is advice not to travel.
* Anyone returning from travel abroad should follow government advice with regards to when they should isolate themselves and/or contact 111 especially if they are showing symptoms.
* Anyone who has followed this advice and find they need to be quarantined/isolated for 14 days and are therefore unable to come to work, the absence will be classed as sickness and paid accordingly.
* If you are able to work from home that will be considered on an individual basis by Divisional Head.

Meetings

* At this stage there is no advice to say that meetings shouldn’t happen.
* But if you are organising a meeting please make sure that all attendees are aware of the hygiene rules we are implementing.
* In particular remind people that if they think they may be at risk, they need to follow the advice we are issuing to staff.

With regards to illness in general the stance is:

* If you are unwell and not fit to come into work and perform your duties; or you are contagious (coughing and sneezing), please don’t come into work.
	+ You risk infecting your colleagues.
	+ You will be less productive.
	+ You will take longer to recover.
* If you are contagious but able to work from home, please agree this
* We appreciate your commitment to us, your employer, but this should not be at the risk of your own health and that of your colleagues.

For now all the advice is about containment and we all need to follow the basic hygiene rules being asked of us.

Thank you for helping us protect us all from any risk of infection.

5 March 2020