

As you will be aware, we are experiencing tough times full of uncertainty. Recent weeks have shown the world unite as a result of the COVID-19 outbreak. We have provided a compilation of current UK/global advice and publications. Please feel free to use our guidance below to keep yourselves and others safe at this time.



## **Learn about COVID-19:**

Cases of COVID-19 first emerged in December 2019 in Wuhan, China. The cause of the disease was confirmed and the infection has now spread across the world, with a current update of 182 countries and territories affected.

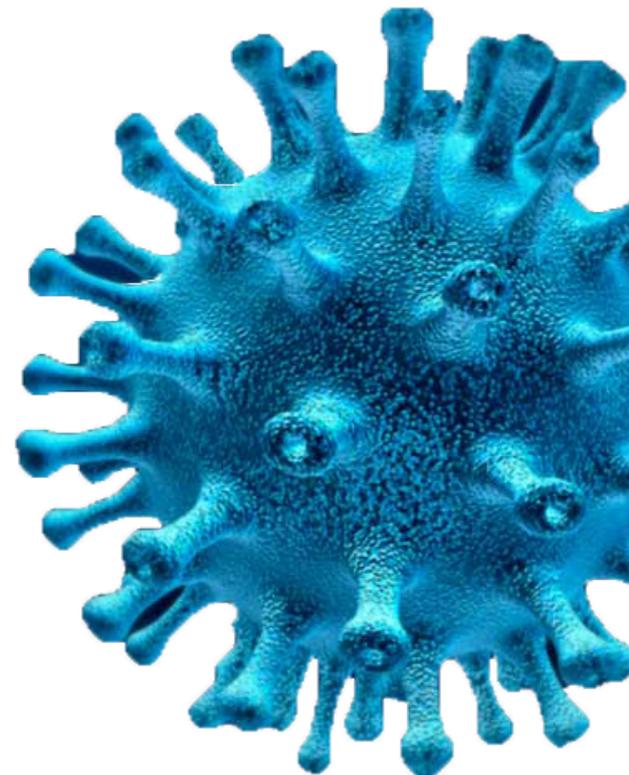
COVID-19 is a new illness that can affect your lungs and airways. The World Health Organisation define a confirmed case as an individual shown by laboratory testing to be infected with the virus, irrespective of clinical signs and symptoms.

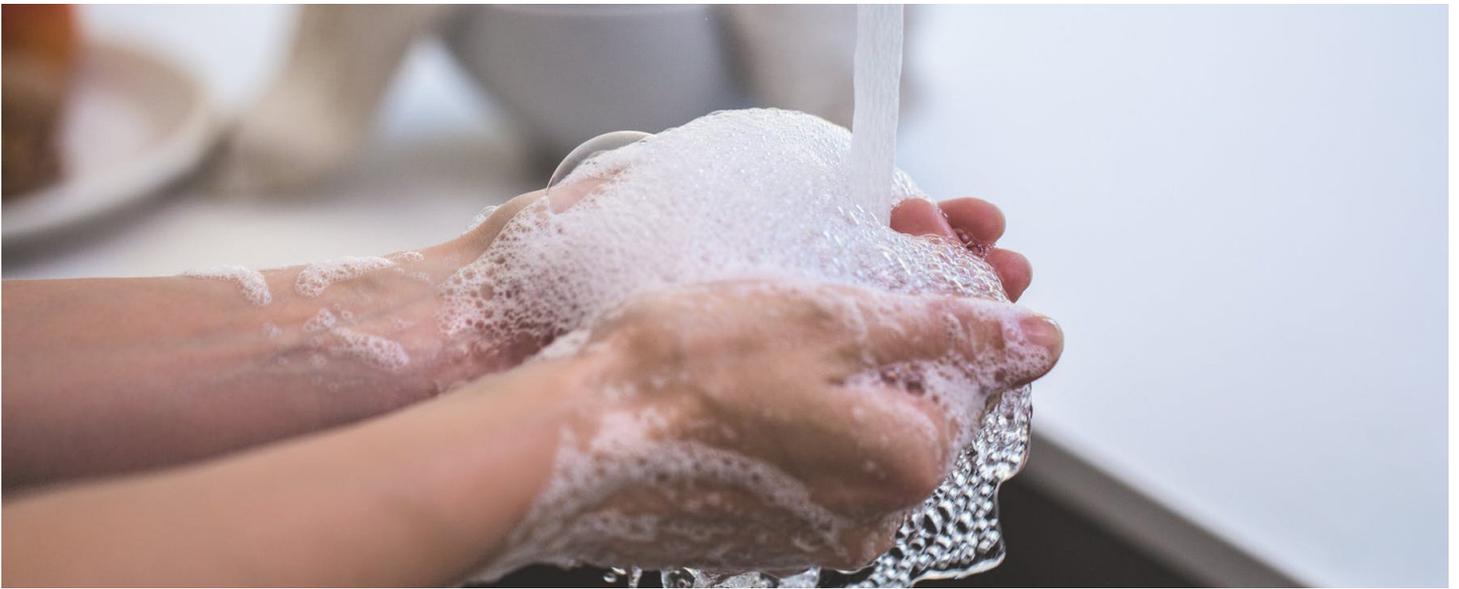
There are currently no medical recommendations to prevent or treat COVID-19. Treatments are currently being investigated through clinical trials.

## **Understand the symptoms:**

**Mild Cases:** The most commonly reported symptoms you should be aware of include a dry cough, fever, tiredness and potentially runny nose or sore throat.

**Severe Cases:** Breathing difficulty, extreme exhaustion which may ultimately result in organ failure.





## **Transmission of COVID-19:**

COVID-19 is mainly spread through person-to-person contact (within around 6 feet). The virus can spread through respiratory droplets produced when an infected person coughs or sneezes. These droplets can then land in the mouths or noses of those who are nearby, and could be inhaled into the lungs. The virus can also be transmitted through contaminated surfaces or objects.

## **Risk of transmission:**

All ages are at risk of COVID-19. However, there are groups listed by the Government that are classed as high-risk. These include pregnant women, people aged 70 or over (regardless of medical conditions), and people under 70 with underlying health conditions.

## **Protecting yourself and others:**

Cleaning and disinfecting frequently must become a part of your routine. Clean frequently touched objects and surfaces to ensure the virus can not be easily spread.

Ensure to wash your hands, between fingers and under fingernails for at least 20 seconds. Hand sanitiser can also be used, but is not be utilised as a substitute for washing hands.

It is important that you are working at home if possible and avoiding all non-essential travel outside of the home. This allows you to avoid crowded places and reduce the amount of interactions with people in the workplace and social areas.



**Disinfect**



**Wash Hands**



**Stay Home,  
When Sick**

Washing your hands thoroughly is the a simple action you can take to protect yourselves and others from containing and spreading the virus. When done effectively, washing hands saves lives.

## HOW TO WASH YOUR HANDS THOROUGHLY

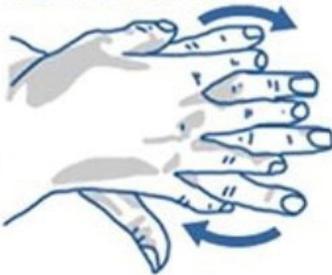
**1.**  
Wet hands with water and apply soap or handwash.



**2.**  
Rub hands palm to palm.



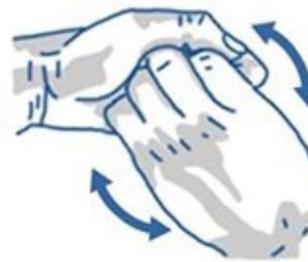
**3.**  
Rub palm over the back of the other hand with interlaced fingers and vice versa.



**4.**  
Palm to palm with fingers interlaced.



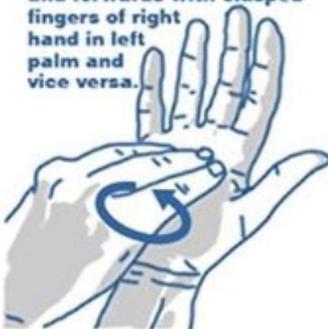
**5.**  
Back of fingers to opposing palms with fingers interlaced.



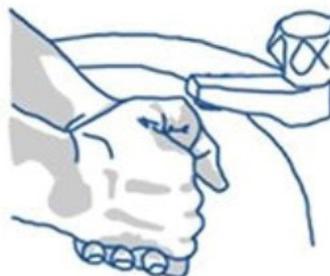
**6.**  
Rotational rubbing of the left thumb clasped in the right palm and vice versa.



**7.**  
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



**8.**  
Rinse hands under running warm water.



**9.**  
Dry hands thoroughly with a paper towle or air dryer.



**10.**  
Use your elbow or paper towel to turn of the tap.

