

# Safety Alert



**SUBJECT:**            **Coronavirus – March 2020**

**RECIPIENTS:**       **All Council Services**

**ISSUE DATE:**       **March 2020**

**REF:**       **HSA15**

## Reduce Your Risk With These 7 Simple Actions

1. Everyone should be catching any coughs and sneezes in disposable tissues. All used tissues should be disposed of in a waste bin ASAP to avoid further transmission.

**REMEMBER, after coughing and sneezing WASH YOUR HANDS!**

2. Reduce the amount of skin to skin contact; maintain a little more distance than the normal social norm, especially in crowds, extra space around you reduces the risk of all winter bugs, including COVID-19.

**Wash your hands, wash your hands, wash your hands!**

3. Hand hygiene is very important and is the first line of defence in protecting you against viruses. Use hot water and soap more frequently than usual and ensure that this is done before touching faces, eating and drinking.

**2 x rounds of "Happy Birthday" with hot water & soap = Clean Hands**

4. Alcohol gels can be used in between hand washes, but is not as effective as soap and water.  
**Note: alcohol gel should never be used when hands are visibly soiled.**

5. Cleaning all IT equipment on a regular basis is good practice. If you share your IT equipment this needs to be cleaned in between users (before and after contact).

**Ensure you have a good supply of cleaning materials for desks and IT equipment and use them regularly.**

6. If you have any concerns regarding general office cleaning regimes, please contact The Property Services helpline **55555** option **3**.

**If you are directly instructed by authorities/health professionals to "self-isolate" follow any advice given and contact your Line Manager.**

7. Details of individuals who are self-isolating should be forwarded by the Line Manager to [HealthProtectionTeam@lincolnshire.gov.uk](mailto:HealthProtectionTeam@lincolnshire.gov.uk)

In these circumstances the Line Manager should also contact [BS\\_HRHub@lincolnshire.gov.uk](mailto:BS_HRHub@lincolnshire.gov.uk) for information

# Public Health Bulletin – Coronavirus

Most of us work in shared offices which are an ideal setting for transmission of respiratory viruses. Below are some quick tips on how to reduce potential infection.

A coronavirus is a type of virus. Typical symptoms of coronavirus (Covid-19) include:

- Cough
- Difficulty in breathing/shortness of breath
- Fever

There are 2 main routes by which people can spread COVID-19:

1. Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
2. it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

If you are made aware through public information or directly by public health or NHS authorities that you should self-isolate then please contact your line manager who will seek advice from Public Health

For direct information on Covid-19 please see the following link:

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

## 1. Respiratory etiquette:

Everyone should be catching coughs and sneezes in disposable tissues (or anything else that comes to hand if you don't have a tissue) and binning these as soon as possible to avoid others coming into contact with them. Please be bold in reminding the people around you about this too.

Much transmission of Covid-19 seems to be related to close and or direct contact so we want everyone to think about the way they greet others, trying to reduce the amount of skin to skin contact and maintaining a little more distance than might be your social norm. This is especially true in crowded places where some extra space around yourself will reduce risks of all winter bugs, including Covid-19.

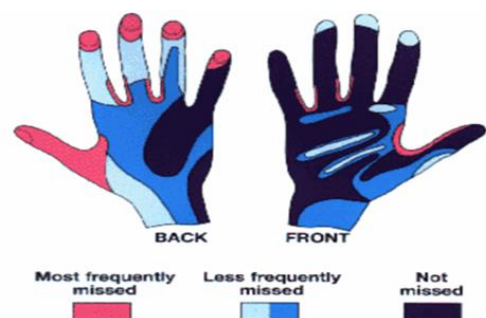
## 2. Hand washing

This is the single most important way to prevent the spread of infection. Hands may look clean, but micro-organisms (germs) are always present, some harmful, some not. Removal of the micro-organisms is the most important factor in preventing them of being transferred to others.

Routine hand washing should take 40-60 seconds. The use of liquid soap, warm water and paper towels is best practice and should be the first option.


Alcohol hand rub offers a practicable and acceptable alternative to hand washing in most situations, providing hands are not visibly dirty. Using alcohol hand rub should take 20-30 seconds.

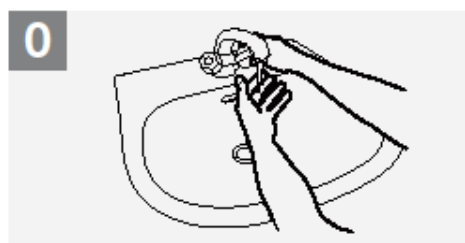
If your hand hygiene is good then the risk of exposure to Covid-19 or other bugs from tables, desks, door handles etc. is reduced significantly. If you have any concerns about cleaning regimens then you should contact Property Service helpline as usual.



# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



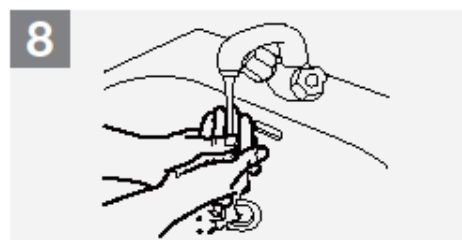
5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



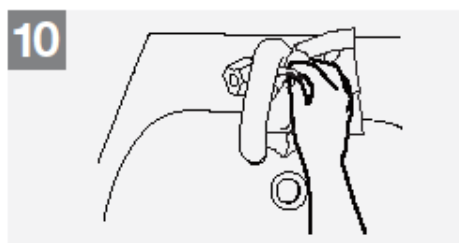
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



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Patient Safety

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SAVE LIVES  
Clean Your Hands

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