



Guidance Flowchart

The individual is exhibiting flu like symptoms such as a cough, high temperature or shortness of breath.

Action to take:

- Notify Line Manager
- Isolate the individual (and their belongings) 2m away from other people, ideally in separate room with the door closed. Ensure there is a bin available to dispose of used tissues.
- Try to increase ventilation to the room by opening the window. Keep door closed.
- Request the individual to touch as fewer things as possible whilst waiting.
- Ask the individual to call their medical helpline from the room from their mobile or dial the emergency number.
- If the individual requires access to a toilet, they should use a non-communal toilet if possible.
- Identify where the individual was sitting and their movements through the building or site.
- Ensure individuals workstation and surrounding areas is fully isolated while awaiting decontamination cleaning.

Who to notify:

Responsible persons to notify relevant parties were relevant. **Do not issue a first alert.**

- Facilities management/Landlord and/or Construction site/project office of the incident and request best practice decontamination cleaning.
- Local Health, Safety & Wellbeing Lead.
- HR
- Client

Has the individual travelled from a specified country or area in the 14 days before onset of symptoms or since Wednesday, 19th February.

Yes

No

Has the individual been in contact with anyone who has travelled from a [specified country](#) or area in the last 14 days who is showing symptoms?

Yes

No

Is it a confirmed case?

Yes

No

Monitor symptoms and practice selfcare. Act responsibly towards colleagues around the spread of the germs.



FAQs

Q: What approach needs be taken to manage the Coronavirus outbreak?

It is important that we are taking measured and appropriate preventative actions in order to ensure that our colleagues and their families are kept as safe and well. We should proactively monitor all WHO and Government guidance, specific guidance varies significantly by region and country, regulations or advice issued by the relevant authority for the area live and work in.

Q: I have recently travelled from one of the now prohibited areas of travel, what should I do?

Advice for each country is dynamic and you are advised first of all to check and follow local government advice and guidance.

Anyone who has travelled from mainland China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia or Macau in the last 14 days and is experiencing cough or fever or shortness of breath, to stay indoors and call their local national health authority, even if symptoms are mild.



FAQs

If you have returned from any of the following specific areas since Wednesday 19 February, you should call your local national health authority stay indoors and avoid contact with other people even if you do not have symptoms:

- Iran
- Italy as designated by the Government of Italy
- Special care zones in South Korea as designated by the Government of the Republic of South Korea
- Hubei province (returned in the past 14 days)

If you have returned from any of the following areas since Wednesday 19 February and develop symptoms, however mild, you should stay indoors at home and avoid contact with other people immediately and call your local national health authority. You do not need to follow this advice if you have no symptoms.

- Vietnam
- Cambodia
- Laos
- Myanmar

Travel to / from all other locations is currently not considered as a risk however this is an emerging situation and you need to stay informed if you plan to travel in the near future.