



COVID- 19 – Guidelines for IGA Employees and Field Contractors Version 1.2

Staff use only
Uncontrolled if printed

Covid-19 – Coronavirus

Please also refer to Government advice – this document is correct at the time of writing but the official advice may change

1. The most common symptoms of Covid-19/Coronavirus are a new, continuous cough, high temperature and/or a loss of or change in your sense of smell.
2. If you develop these symptoms, however mild, or you have had a positive Covid-19 test result then you should immediately self-isolate at home for at least 7 days from when your symptoms started. If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days. See the stay at home guidance .
3. You do not need to call NHS 111 to go into self-isolation. If you feel you cannot cope with your symptoms at home, your condition gets worse, or your symptoms do not get better after 7 days then use the NHS 111 online service in the first instance. If this is you should call NHS 111. For a medical emergency dial 999.
4. If you have any symptoms of coronavirus (COVID-19), you should arrange a test by visiting NHS.UK, or contact 119 via telephone if you do not have internet access.
5. Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, especially after coughing, sneezing or blowing your nose, before you eat or handle food, or when you get to work or arrive home.
6. Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a rubbish bag and immediately wash your hands with soap and water for 20 seconds or use hand sanitiser.
7. Please wear a face covering in enclosed public spaces and follow the official guidance on social distancing.
8. Clean and disinfect regularly touched objects and surfaces to reduce the risk of passing the infection on to other people.

Working environment guidance

Staff and contractors in the field

Please ensure you're familiar with guidance on working outdoors and in other people's homes. These links may be useful.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

Please remember these guidelines are there to protect you and your families and the households and workplaces that we visit.

Good manners and thoughtfulness will help visits to people's homes go more smoothly and avoid any unnecessary stress. This can include:

- Phone ahead to explain the precautions you will be taking and to set an expectation as to how the visit will work. This includes determining who will be present at the time of your visit and ensuring they are clear on the requirement for social distancing.
- Ensure that you have an adequate provision of PPE, hand sanitiser and a way of disposing of any contaminated waste before setting out on your journey.
- Phone the customer a few minutes before arrival to remind them of your visit and re-iterate any instructions.
- Being prepared will also help limit your time inside and therefore any potential risk for you or the householder. Be prepared for the inspection and make sure you have any tools or additional PPE required.
- Sanitise your hands before and after your visit to each property.
- Avoid touching any surfaces unnecessarily.
- Do not accept food or drink unless it can be taken safely.
- Carry a small bottle of hand sanitiser with you.
- If householders or others are not maintaining social distancing or you have reason to believe that someone in the property or workspace may be suffering from COVID-19 symptoms, vacate the property and contact the office.

Staff working from home

- Avoid long spells of computer work without rest breaks. Get up for at least 5 minutes in every hour. If new equipment is needed, please let us know and this can be arranged.
- Report any new aches or pains which may come from poor posture or remaining at your desk for too long.
- Ensure there is a difference between work hours and home hours and be sure to take adequate rest and recovery breaks.
- Talk to your colleagues and your manager regularly to prevent isolation.

- Go outside and get some fresh air at least once a day, take some exercise if you can even if it's just a lap of the block with the dog - this will help your mental health and well-being in general.

RIDDOR and H&S reporting

At the time of writing, a report needs to be made when:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

More detailed information is available at [hse.gov.uk](https://www.hse.gov.uk).

If in doubt, please speak to the office. We will do everything we can to support everyone and keep us all safe.



Document Control

Version:	Author:	Amendments
1.0	Scott Cooper	
1.1	Scott Cooper	Document adapted to refer to updated advice made public by the UK Government and public bodies.