

COVID-19 Policy and Guidance

As coronavirus (also known as COVID-19) continues to spread, we would like to explain how we are responding to the global health crisis.

We would also like to remind you of the steps that WS Training employees are taking to reduce the spread of coronavirus, while continuing our operations as normally as possible.

What we are doing to reduce infections spreading

Wash our hands often and thoroughly with soap and water. In particular after going to the toilet, before eating or handling food, and on arrival at work or home. We also provide hand sanitiser dispensers throughout our work locations, for use when soap and water are not available.

In addition, please we are ensuring that our staff:

- cover their mouth and nose with a tissue or sleeve (not your hands) when they cough or sneeze;
- put any used tissues in the bin straightaway and wash their hands immediately after handling used tissues;
- try to avoid touching their eyes, nose or mouth if they have not washed their hands recently; and
- try to avoid close contact with people who are unwell.

What to do if you fall ill

Common symptoms of coronavirus include:

- a fever;
- a dry cough; and
- shortness of breath.

Exhibiting these symptoms does not necessarily mean that someone may have coronavirus. However, if an employee has symptoms, we are advising them that they must not attend work.

We are also advising them to visit the 111.nhs.uk website, where they can get further medical advice via telephone. We have also given them a link to a tool at 111.nhs.uk/service/covid-19 for them to carry out an initial check if they think they have symptoms.

We have advised if possible, they should avoid going to their doctor or a hospital to prevent infections from spreading.

Self-isolation

The employee may be given medical advice to self-isolate if they have certain symptoms. they may be self-isolating in some circumstances in which they have no symptoms, including if they have:

- been in contact with a confirmed coronavirus carrier; or

- recently travelled to a restricted area (see [below](#)).

Travel

Restricted areas

Work-related travel to certain areas has been suspended until further notice. For an up-to-date list of restricted areas, please see [UK Government's guidance on specified countries and areas](#) and [World Health Organisation's daily situation reports](#)].

Other areas

Work-related travel to non-restricted areas can continue as usual. However, we have asked employees to:

- think about whether or not they really need to travel - it may be that meetings with [colleagues/customers/suppliers] can be conducted over the telephone or via [video conferencing/Skype/Teams]; and
- ensure that they practice good hygiene if they do have to travel (see [above](#)).

Further communications from us

This is a rapidly changing situation. You should look out for further updates from us, In the meantime, please do not hesitate to contact us if you have any queries or concerns.