

Newburn Power Rental Quality Manual	Policy POL 160037	Page 1 of 3
Section: Policies and Procedures	Subject Title: Coronavirus Policy	
Prepared by: S Wood	Original Date: 11 th March 2020	
Issued by: C E Bright	Revision Date:	
Approved by: C E Bright	Annual Review Date: 10 th March 2021	

Policy:

As a result of the recent outbreak of Coronavirus, Newburn Power Rental Limited have written this Policy to give assistance based on current Government guidance to all staff, employees, contractors, suppliers and customers.

This Policy is subject to change, as the situation develops, and indeed further Government guidance issued.

Purpose:

This policy has been developed following guidance issued by Centres for Disease Control and Prevention in response to the coronavirus outbreak and applies all individuals working for us or at any of our premises irrespective of their status, level or grade. It therefore includes managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, and casual and agency staff.

Responsibility:

We all have responsibility for following and adhering to this Policy and guidelines which may be supplied from time to time.

Key Elements:

Coronavirus is a newly identified respiratory illness first identified in Wuhan, Hubei Province, China. Additional cases have been identified in a growing number of other international locations, including the United States. There are ongoing investigations to learn more.

Following a review of a number of patients, it is apparent that person-to-person spread is occurring. At this time, it is unclear how easily or sustainably this virus is spreading between people.

For confirmed cases, reported illnesses have ranged from people being mildly sick to people being severely ill and dying. Symptoms of the virus may appear in as few as 2 days or as long as 14 after exposure. Symptoms can include:

Fever;
Cough;
Shortness of breath.

General guidance to prevent the spread of viruses

There is currently no vaccine to prevent infection. The best way to prevent infection is to avoid being exposed to this virus. Everyday preventative actions are generally recommended to help prevent the spread of respiratory viruses, including:

Washing your hands often with soap and water for at least 20 seconds;
Avoiding touching your eyes, nose, and mouth with unwashed hands;
Avoiding close contact with people who are unwell;
Staying at home when you are unwell;
Covering your cough or sneeze with a tissue, then throw the tissue in the bin;
Cleaning and disinfecting frequently touched objects and surfaces

Specific measures to prevent the spread of coronavirus

The Company has introduced the following measures which you are advised to follow going forwards:

The Company will be distributing alcohol based sanitisers for you to use regularly;

Depending on the nature of your role, you may be provided with masks and gloves to use when advised;

You are advised to avoid prolonged exposure to public air-conditioned spaces such as aeroplanes, trains, large shopping centres, enclosed entertainment venues and nightclubs;

You will be asked to confirm your recent travel abroad to the Company and you must advise of any travel plans you have over the next 12 months.

Treatment

There is no specific antiviral treatment recommended for the infection. If you believe you may have been exposed to the virus, you must contact a medical professional immediately and take the following steps:

Before you go to a doctor's surgery or hospital, call ahead and tell them about your recent travel and your symptoms.

Stay at home except to obtain medical care;

Do not go to work or public areas, and do not use public transportation or taxis.

Avoid contact with others and separate yourself from other people in your home.

You should wear a facemask when you are in the same room as other people and when you visit a healthcare provider. If you cannot wear a facemask, the people who live with you should wear one while they are in the same room with you.

You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people in your home. After using these items, you should wash them thoroughly with soap and water.

Do not travel while you are unwell.

Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.

Wash your hands often with soap and water for at least 20 seconds to avoid spreading the virus to others. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Do not handle pets or other animals while sick and wear a facemask if you must be around animals or care for a pet.

Contact

If you have any concerns regarding the contents of this policy or the risk to your health and safety, please contact a director in confidence as soon as possible.

Related Documents:

Document name	Document code
Coronavirus - FAQ	
Coronavirus – Posters	