#### ****This information is now out-of-date following further Government announcements.****

#### ****For current information, visit our dedicated****[COVID-19 webpage](https://communityimpactbucks.org.uk/covid-19-guidance-and-advice-for-voluntary-groups-and-volunteers/#march-2020)****for guidance and advice for voluntary organisations and individuals who would like to volunteer.****

**COVID-19: workplace guidance**

There are several simple measures we can all take to help limit the spread of COVID-19 (coronavirus) amongst staff, volunteers and clients.

1. **Preventing the spread of COVID-19 infection**

Public Health England advise that you take the following precautions. This is the same advice given for the avoidance of general colds and flu, and is good advice to follow at all times.

* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](https://campaignresources.phe.gov.uk/resources/campaigns/101/resources/5016)
* Put used tissues in the bin straight away
* Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See [hand washing guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866065/Handwashing_techniques.pdf) \*
* Try to avoid close contact with people who are unwell
* Clean and disinfect frequently touched objects and surfaces regularly e.g. keyboards, phones and laptops
* Do not touch your eyes, nose or mouth if your hands are not clean

\* You may have seen advice to sing Happy Birthday to yourself when washing your hands, to ensure you’re washing them for long enough. If this doesn’t appeal to you, here is a [tweet-thread of alternative options](https://twitter.com/JenMonnier/status/1234532567610605568?s=20).

1. **If you think you are unwell**

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

* Cough
* Difficulty in breathing
* Fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

If you think you or someone close to you has symptoms or may have been exposed to the virus, [follow NHS guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/) to find out what to do next.

1. **Reducing risk of exposure**

While you may not fall into one of the groups at higher risk listed above, your colleagues and those they are close to could be severely affected if exposed to the virus. Please be vigilant and isolate yourself if there is a risk you have been exposed to the virus.

You **must not** come into the office if you think you are unwell or you may have been exposed to the virus. Be mindful of government guidelines if you or someone in your household has travelled to one of the [affected areas listed](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers). If in doubt, stay home and speak to your line manager.

If you are feeling off-colour but not ill enough to take time off, please **talk to your supervisor about options to work or volunteer from home**. This also applies to more run-of-the-mill bugs – for people’s wellbeing and the effectiveness of the charity we need to avoid spreading sickness around the team.

*[Provide information about sick leave here. Please note* [*government guidance about certifying absence from work*](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19#certifying-absence-from-work)*.]*

1. **Next steps**

Stay up-to-date with the [latest government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response).

If we have to close the office, we will follow our Business Continuity Plan. Please ensure your supervisor has **up-to-date personal contact details** for you and for your emergency contacts.

*COVID-19 information is also available for* [*Bucks’ Community Buildings*](https://communityimpactbucks.org.uk/community/buckinghamshire-community-buildings/) *and* [*Volunteer Transport Schemes.*](https://communityimpactbucks.org.uk/projects/community-transport/)

*Updated 13th March 2020*