

Wuhan Novel Coronavirus

Healthy Hour for Network Rail Colleagues



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Note: The advice contained within remains in place until further information become available

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Coronavirus

A coronavirus is a type of virus which affects the respiratory system. As a group, coronaviruses are common across the world. Wuhan novel coronavirus (WN-CoV) is a new strain of coronavirus first identified in China, on 9th January 2020.

Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. However not all these symptoms are present in people who have become infected.

Generally, coronavirus 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.

Chinese authorities have confirmed the virus can spread via human-to-human transmission.

There are currently no confirmed cases in the UK or of UK citizens abroad, and the risk to the public is low, however we continue to closely monitor the situation with government agencies and put in place some precautions to protect our staff and the public.

Network Rail has over 40,000 members of staff, interacting with passengers, public and family members everyday, at work, home or even commuting.

Our station staff see hundreds of thousands of people arrive and depart each day.

The World Health Organisation, department for health and other medical organisations have offered some guidance to reduce the risk of exposure, and Network Rail teams are continually monitoring the situation, and have produced information and guidance.

The following slides will cover:

- **Advice for anyone who has**
 - returned from China in the last 14 days
 - had close contact with anyone returning from China in last 14 days
 - had close contact with anyone diagnosed with Corona Virus in last 14 days
- **General preventative advice for All Employees to minimise risk of spreading germs**
- **Travel Advice for All Employees**
- **Additional advice for Line Managers**
- **Further information**

Advice for *anyone* who has returned from China in the last 14 days, had close contact with anyone returning from China in last 14 days, and/or had close contact with anyone diagnosed with Corona Virus in last 14 days

If you meet the above criteria and...

have symptoms of cough and or fever, please take steps to immediately self-quarantine yourself and...

- Do not come to work
- Contact the NHS 111 service
- As soon as you are able to, inform your line manager via telephone or e-mail

have no symptoms, *this doesn't mean you are not infective as it can take 14 days for any symptoms to appear. Please...*

- Work from home or remain at home for the duration of 14 days from date of return from China and/or last date of close contact with returning traveller or diagnosed individual
- Inform your line manager as soon as possible to discuss work from home options where feasible
- Begin monitoring your health for 14 days
- If you begin to suffer with symptoms please contact NHS 111 service and inform your line manager as above.

Close contact *is defined as spending a prolonged period of time with a person that is within 2 metres i.e. living in a household with or when spending time with close family members.*

General preventative advice for *All* Employees to minimise risk of spreading germs

To minimise the risk of exposure for any virus or infection please:

- Wash your hands often with soap and water for at least 15 seconds, especially before eating food and after going to the toilet. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid, where possible, close contact with people who are unwell
- Stay home if you are unwell whether or not this is likely to be related to the Corona Virus to prevent spreading germs
- Cover your cough or sneeze with a tissue, then throw the tissue in a waste bin as soon as possible as viruses can live outside the human body for a number of hours
- Clean and disinfect frequently touched objects and surfaces
- Remember symptoms of Corona Virus can take up to 14 days to appear, so please remain vigilant of anyone who develops symptoms and who you feel should not be at work.

Reduce your risk of **coronavirus** infection:



Clean hands with soap and water or alcohol-based hand rub

Cover nose and mouth when coughing and sneezing with tissue or flexed elbow



Avoid close contact with anyone with cold or flu-like symptoms

Thoroughly cook meat and eggs



Avoid unprotected contact with live wild or farm animals



Travel Advice for *ALL* Employees

- UK Foreign Office advises to avoid all non-essential travel to China.
- Inform your line manager if you intend on travelling to or have just returned from China (even if for holiday or pleasure) so preventative measures to prevent the spread of Corona Virus can be put in place.
- Any planned business travel to China or countries that have been affected by Corona Virus must be approved by a member of the Executive Leadership Team (ELT).
- Please provide a scanned or photo copy of documentation confirming travel to China for yourself or anyone you may have had close contact with to your line manager.



Additional advice for line managers

If informed by an employee that they have recently returned from China, have recently come into close contact with family, friends or colleagues who have recently returned from China, or been in contact with someone diagnosed with Corona Virus you must follow the following process:

- Inform the central occupational health and wellbeing team via healthandwellness@networkrail.co.uk
- Inform HR Direct on 0800 0 546 547.
- Advise the employee to remain at home for 14 days and avoid coming to work, to schools or any other public places as per the recommendation on Page 4 of this slide pack.
- Should any symptoms present, advise the employee to contact NHS 111 services as per Page 4 of this slide pack.
- If no symptoms have presented within 14 days, the employee can return to work as normal.
- If the employee develops symptoms and becomes unwell, the normal sickness absence process should be followed with a referral to Occupational Health and GP certificate to confirm fitness to return back to work.

Further Line Manager advice

- If the employee is not displaying symptoms and it is feasible to work from home, they can continue to work at home until the 14 days with no symptoms has passed.
- If the employee is not displaying symptoms but is in a role which they cannot work from home, they should remain at home and will receive paid leave.
- Employees must provide a scanned or photo copy of documentation confirming travel to China for themselves or anyone they may have had close contact with.



Further information

We will be carefully monitoring the situation and will update should more information become available from UK Government.

We continue to work with multiple stakeholders to ensure contingency plans are in place should the risk increase.

Contact details:

Occupational Health (Optima) on 0800 083 3324 for further guidance.

Anyone who could potentially be affected or who has developed symptoms **must** contact the Network Rail occupational health and wellbeing team via healthandwellness@networkrail.co.uk

Please continue to monitor MyConnect for the most up-to date information on this topic.



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