**COVID-19 Toolbox Talk For Employees**

We know that working together and communicating well will help us all manage the risk of COVID-19 and protect our health and the health of our colleagues, friends and family. We’ve developed this short toolbox talk to help give regular reminders on key issues in relation to preventing the spread of the virus. Remember that the symptoms of the virus are fever, a new or worsening cough, shortness of breath, loss of taste and loss of smell.

COVID-19 is spread by droplets on the breath of an infected person, direct contact with infected secretions and to a lesser extent, contact with contaminated surfaces. The key issues are to reduce the number of people you are having contact with at work and keeping social distancing which means keeping 2 metres away from colleagues. As current best practice advice on social distancing develops, the current advice   
must be followed. We have developed a number of work place changes to help us all comply with these requirements and your line manager will provide instructions on these changes to procedures. In addition, please keep these points in mind:

* You will need to self isolate if you have the symptoms of coronavirus or live with someone who   
  has the symptoms. You can obtain an isolation note from NHS111 online.
* You should alert people that you have been in close contact with over the last 48 hours if you   
  do develop symptoms. Tell your line manager and they can inform your work colleagues.
* If your colleague develops symptoms but has not yet tested positive for the virus,   
  you don’t need to self isolate. But you should:
  + Avoid high risk individuals such as those with pre existing medical conditions
  + Take robust steps to maintain social distancing and good hygiene practices
  + Get ready to self isolate if your colleague tests positive and you receive   
    a self isolation notification from the NHS test and trace service.
* If the NHS test and trace service tells you to self isolate you need to tell your line manager   
  that you cannot come to work.
* You will need to self isolate for 14 days from your most recent contact with the person who   
  has tested positive.
* If you receive a notification to self isolate from the NHS you need to follow the   
  self isolation guidance.
* Watch the NHS video on hand washing technique that is available on line.   
  Please ensure that you are washing your hands for 20 seconds on at least the following basis:
  + After using the toilet
  + Before handling or eating food
  + After coughing, sneezing or blowing your nose
  + Before and after treating a cut or wound
* You only need to wear the personal protective equipment that you normally wear for your role.   
  If you want to wear face covering for your own peace of mind, please follow this process when putting on a mask
  + Wash your hands before putting on a mask
  + Cover your nose and mouth with the mask and make sure there are no gaps between the mask and your face
  + Avoid touching the mask whilst wearing it and if you do, wash your hands
  + Don’t reuse disposable masks and replace a mask when it gets damp
  + Remove the mask from the rear, place it in polythene bag, tie the neck of the bag and dispose of it in a regular waste bin and wash your hands
* Many people are feeling anxious about the ongoing COVID-19 risk and the changes to the   
  way we have worked and lived in the past. Here are some thoughts on how you can look   
  after your wellbeing:
  + Only watch or read the news once a day
  + Eat healthily and keep hydrated. Keeping physically healthy will have a positive impact   
    on your mental health
  + Try to get enough sleep and maintain regular sleeping patterns, avoid using   
    electronic devices before going to bed and cut back on caffeine intake through   
    the afternoon and evening
  + Remember that most people who suffer from the virus have very mild symptoms
  + Please speak to your colleagues and your manager about any concerns you have

# Employee discussion questions

* If the test and trace service get in touch, how many days will you need to self isolate for?
* Give three ways of making yourself feel better and worry less?

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| --- | --- |
| **Meeting conducted by:** | **Date:** |
| **Comments?** | |

# Names of attendees

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| --- | --- |
| **Name** | **Signature** |
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