

Scattergoods Agency Ltd

Agency Worker Update on Coronavirus (Covid 19)

Information on the current situation with Coronavirus and guidance for Agency Workers.

1. You **MUST NOT** go to work if you have visited **China, Iran, Hong Kong, Japan Macau, Malaysia, Singapore, Thailand , Taiwan** or the **Daegu or Chengdu provinces in the Republic of Korea**, or any of the lockdown areas within **Northern Italy** (anywhere north of Pisa, Florence or Rimini even if you do not have symptoms). Please check the NHS or GOV.uk for guidance if other areas are identified.
2. If you have been to any of these regions you should self-isolate for 14 days. You may also be required to self-isolate if you have come into contact with a person who has a confirmed case of Coronavirus.

Self- isolation is about protecting others and stopping the spread of this virus.

This means you should:

- Stay at home
- Not go to work or public places and schools
- Avoid having visitors and going out; ask people to deliver or run errands for you

If you start to feel unwell with a cough, fever or shortness of breath stay at home and call the **NHS 111** to inform them of your recent travel. You should do this even if your symptoms are mild.

Do not go to a GP surgery, pharmacy or hospital.

3. The symptoms of Coronavirus are:
 - A cough
 - High temperature
 - Shortness of breath

But these symptoms do not mean you have coronavirus, the symptoms are similar to other illnesses that are much more common such as cold or flu. It is very unlikely you have coronavirus if:

- You have not been in close contact with someone with confirmed Coronavirus.
- You have not been to a country or area with high risk of Coronavirus in the last 14 days.

4. At this stage high importance is placed on frequent washing of hands and limiting direct contact with other people.

However you should also:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately
- Use sanitising hand wash or anti-bacterial hand wash when able and wash hands thoroughly.
- Wash your hands with soap and water as often as possible – use hand sanitiser gel if soap and water are not available
- Avoid close contact with people who are unwell.

5. We will issue further guidance as more information becomes available.

Please do not hesitate to contact us if you have any further questions

Scattergoods Agency Ltd, Thursley House, 53 Station Road, Shalford, Guildford Surrey GU4 8HA

Andrew Vicos, Managing Director
Claire Childs, Commercial Manager

andrew@scattergoods.co.uk
claire@scattergoods.co.uk

01483 461950
01483 461950