

# Scattergoods Agency Ltd

## Agency Worker Update on Coronavirus (Covid 19)

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

As your employer, we are responsible for your safety at work. The following guidelines are in place ultimately for your safety, but also to minimise risk to our clients and your work colleagues, and our business as a whole.

Please be responsible in adhering to the guidelines in place.

### **If you are showing any symptoms of Coronavirus (Covid 19) please DO NOT GO INTO WORK under any circumstances.**

Please contact Scattergoods immediately if you are unable to attend your assignment.

The symptoms of Coronavirus (Covid 19) are:

- A persistent cough
- High temperature above 37.8 C and unusual tiredness
- Shortness of breath or breathing difficulties
- A loss of, or change in, your normal sense of taste or smell (anosmia)

If you start to show symptoms of Coronavirus (Covid 19), or anyone you live with starts to show symptoms, or you have been in contact with anyone with suspected Covid 19, you should isolate at home immediately.

Self-Isolation means you should:

- Stay at home
- Not go to work or public places and schools
- Do not use public transport or taxis
- Do not go out for food or medicine – order online, by phone or ask people to deliver or run errands for you
- Do not have visitors in your home, including friends or family, except for those providing essential care
- Do not go out to exercise, except in your own garden

You should visit the NHS website <https://www.nhs.uk/> to inform them of your symptoms and to arrange a Coronavirus (Covid 19) test. You should do this even if your symptoms are mild. If you are unable to get help online, call NHS 111

Covid 19 test needs to be carried out within the first 5 days of having symptoms.

**You should notify anyone you have been had contact with within the last 48 hours, including people you may have worked with.**

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

High importance is placed on frequent washing of hands and limiting direct contact with other people.

However, you should also:

- Ensure you are not travelling to and from work in your work uniform. These should be cleaned daily.
- 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
- Use PPE provided
- Avoid close contact with people who are unwell.

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

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