**COVID-19 Training Document**

**What is the difference between COVID-19 and coronavirus?**

* A virus is an infectious agent that can only replicate within a host organism.
* Coronaviruses exist in animals and have recently made the jump to humans.
* COVID-19 (coronavirus disease 2019) is a respiratory illness caused by a novel coronavirus.

**What is COVID-19?**

* COVID-19 is a disease believed to spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily. It may also be possible to become infected by touching a contaminated surface or object and then touching one’s nose or mouth. It is recommended that employees should:
	+ Stay home if they have respiratory symptoms (coughing, sneezing, shortness of breath), a loss of taste or smell and/or a temperature above 38 C. If eligible, get yourself tested.
	+ Leave work if they develop these symptoms while at the workplace.
	+ Shield coughs and sneezes with a tissue, elbow, or shoulder (not bare hands).
	+ Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser.

**What should I do if my colleague tests positive for COVID-19?**

Refer to the Emergency Action Plan (available on the Ellis Whittam Coronavirus Advice Hub).

**What provisions are available to reduce the risk of infection?**

* As handwashing is one of the most effective defences, there is access to washing facilities. These facilities will be kept well stocked with soap and (ideally) paper towels.
* Alcohol-based hand sanitisers and sanitising wipes are distributed throughout the workplace.
* All frequently-touched surfaces, such as workstations, countertops and doorknobs, are to be routinely disinfected.

**Further control measures will be detailed within our risk assessment, which include:**

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**The rules regarding lunches and break times are:**

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**The rules regarding transport and vehicle use are:**

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I have read the COVID-19 Training Document and understand and accept its contents. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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