

Covid-19 Guidance for Agency Workers

September 2020



Public Health Workplace Health Team

Wash hands
Cover face
Make space

Wash hands:

- frequently wash hands with soap and water for about 20 seconds
- if you cannot wash hands use sanitiser when entering a building and after you have had contact with surfaces

Cover face:

- wear a face covering over nose and mouth
- wash hands before and after using face coverings
- avoid touching your face

Make space:

- stay 2 metres apart from people
If unable, keep 1 metre apart
- follow workplace rules to stay safe

Vehicle sharing:

- wear face coverings, including driver
- wash hands before and after journey
- if possible, sit spaced apart
- open windows for fresh air
- car share with same people
- clean vehicle for each journey, seat belts and door handles
- small groups in vehicle

Guidance on staying safe and making space:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

1. **Symptoms.** If you have a new continuous cough and/or high temperature and/or a loss of, or change in sense of taste or smell, self-isolate.
2. **Isolation.** If you have symptoms, even if mild or you have been near someone with possible or confirmed Covid-19, you must immediately go home and self-isolate for 10 days.
 - If you do not have symptoms but have tested positive for Covid-19 you must self-isolate for at least 10 days, starting from the day the test was taken
 - If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms
 - Those you live with need to isolate for 14 days. Guidance available here <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
3. **Testing.** If you have symptoms of Covid-19 get tested. Get tested 119 or visit <https://www.nhs.uk/conditions/coronavirus-covid-19/>
4. **Keep your distance in the workplace.** When at work follow procedures and advice to keep you and others safe at work
5. **Clean hands and surfaces at work.** Make sure you use hand washing and sanitisers provided. Follow cleaning requirements as instructed by your workplace because work surfaces can be contaminated with Covid-19 when infectious people cough, sneeze or touch them. More advice visit <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
6. **Face coverings** must be worn in most indoor areas or when you cannot make space. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face
Full details <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
7. **Travel to work safely.** Cycle, walk or drive alone to work if possible. If you have to share a vehicle, follow the guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>
8. **For advice** on support during isolation please visit <https://www.milton-keynes.gov.uk/your-council-and-elections/coronavirus-support-and-information>
For advice on sick pay talk to your employer, agency or visit <https://www.gov.uk/coronavirus/worker-support>
9. **Covid-19 guidance in different languages** available at <https://www.milton-keynes.gov.uk/health-and-wellbeing-hub/work-well-mk/improving-staff-well-being>