

Business:	Caterlink	Position Statement	
Title:	Coronavirus	Reference No:	011
Issue Date:	13th March 2020	Issued By:	Food & H&S Team
Field:	Infectious Disease		
Subject:	Coronavirus Guidance (COVID-19)		
At Risk Group:	Team Members affected by Coronavirus (COVID-19)		

What is coronavirus?

A coronavirus is a type of virus which is common across the world. COVID-19, however, is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they are unlikely to have been infected.

Situation in the UK

The situation in the UK and Ireland remains dynamic with confirmed cases increasing daily. Case numbers and continued advice can be monitored via the Department of Health & Social Care

or its executive public health agencies:

- **Department of Health & Social Care:** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Public Health England (PHE):** <https://www.gov.uk/government/organisations/public-healthengland>
- **Health Protection Scotland (HPS):** <https://www.hps.scot.nhs.uk/>
- **Public Health Wales (PHW):** <https://phw.nhs.wales/>

Risk Level

Based on the World Health Organization's declaration that this is a pandemic, the UK Chief Medical Officers have assessed the risk to the public as moderate to high.

How the Company is managing COVID-19

The Company have a multidisciplinary Crisis Management Team (CMT) that meets regularly as the COVID-19 situation in the UK unfolds. We have a Business Continuity Plan (BCP) Framework,

which is held by the business RMD's and will continue to issue advice and guidance through these

position statements and additional guidance via the People Team.

The Company monitor and follow all official advice from relevant Public Health authorities and the FCO and will update the business as events change.

Our teams

The UK government offers advice and information regarding COVID-19 via their website: <https://www.gov.uk> Our teams can find up-to-date information here regarding travel advice, including travel from a foreign country, as well as current guidance from the NHS on what to do in various situations or if they become unwell. As the situation is dynamic, we would advise to check [https:// www.gov.uk/](https://www.gov.uk) for the most up-to-date information and advice.

What to do if you think a member of your team might have COVID-19

If you or a member of your team think you have contracted COVID-19, follow the Company's communication protocol for further advice. The communication protocol can be found in the Guidance for Managers. The NHS are also frequently updating their website with information on what to do in the event that a person becomes unwell with suspected coronavirus. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for more information.

Client Considerations

Clients will likely have their own BCP in place to help contain or delay the spread of COVID-19 including but not limited to:

- Reducing movement of workers within their premises
 - Reducing all but essential workers to enter their premises
 - Enhancing cleaning and disinfection procedures on their premises*
 - Encouraging or enforcing social distances during meetings
 - Utilising technology for team meetings e.g. Skype, Microsoft Teams, home working
- * See example of an enhanced cleaning and disinfection record at Appendix II. NB: This is not currently company policy or the advice from the FSA, but rather an action you or your client may feel is appropriate now or in the future.*

Travel Business Considerations

Operators are encouraged to take their client considerations into account and, where practicable, reduce travel by their teams to business-critical situations only. If the aim of the meeting or event can be met by alternative means e.g. video conferencing, phone call etc. please do so. We have a number of mobile workers that travel to various locations or may be redeployed due to client closures. These team members should complete the Relocation or Mobile Team Member Checklist and keep a copy with them, as well as returning a copy to their Line Manager.

FURTHER INFORMATION MAY FOLLOW

What to do if a team member has a new persistent cough or fever

Is team member reporting a high temperature (37.8 degrees and above) and/or a new, continuous cough?

NB: Ideally this question should be asked over the telephone before they return to site.

Immediately follow the Communication Protocol to ensure you are provided with correct guidance on next steps. *Refer to the Guidance for Managers document for details of the communication protocol.*

Follow absence procedures for dealing with pay and absence.