**Important Information for all Staff**

**COVID-19 CORONAVIRUS**

The COVID-19 Coronavirus is active the UK, however, the risk of infection remains low and those in general good health are unlikely to see any real impact.

However, as a conscientious and caring business, we feel it important to address some key issues with you in the bullet points below:

* The Risk of COVID-19 infection remains low
* The Government, Local Councils and Businesses are actively planning practical response measures to ensure the virus is not spread inadvertently amongst the general population
* It is important to reassure our Clients that there is no need to be unduly worried and that we as a Company are monitoring the situation on a daily basis
* We will continue to wear facemasks as is our normal practice when season flu is prevalent, however, please reassure our Clients that this is our normal practice and there is no cause for alarm if we do so
* If your Clients appear anxious about COVID-19 in general, please ensure your visit notes are made accordingly, and inform the Central Office Team
* Maintain a record of food stocks for each of our clients. There is no need to encourage panic buying, however, we need to ensure our clients maintain a sensible level of food stocks. A “monitor food stocks” task will be allocated in our Mobizio App
* Please READ our COVID-19 Policy Document which details our policy and procedure for all eventualities
* Ensure you have completed the Hand Washing and Infection Control courses allocated to you
* Wash your hands frequently i.e. Before, during and after visits. Soap and hot water is the preferred option, however, use the Hand Sanitiser provided when access to hot water is not available. Avoid using Client Hand towels to dry your hands.
* Hand Sanitiser and paper towel is currently in short supply and we are having a dialogue with our suppliers to ensure we maintain a stock of essential PPE.
* If, however, you run out of essential PPE and can find the same locally, you are authorised to purchase essential PPE at a reasonable cost. Please retain your receipt and you will be reimbursed in full. If you are unsure if the price is realistic, please first contact the Central Office Team for guidance
* Please keep the Central Office Team updated if your PPE stocks are running low.
* Please Do Not leave it until the last moment to ask for more supplies

If you any personal concerns or wish to discuss any aspect of the COVID-19 virus, please don’t hesitate to seek the advice of the Central Office Team.