



GUIDANCE SHEET:

Campaign TO DELAY & CONTAIN Coronavirus: We Need Your Help!

You have a vital role in the campaign against coronavirus. This guidance sheet is designed to help you understand what you need to know about Coronavirus and the vital, simple “everyday” steps you can take in the campaign against the spread of the virus. Most of the information relates to a common senses approach and involves actions that you are already taking. This information has been taken from the HSE /WHO/and NHS websites to provide you with a consolidated information base.

What is Coronavirus?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.

The virus may only survive a few hours if someone who has it coughs or sneezes on a surface. Simple household *disinfectants can kill the virus on surfaces.* Clean the surface first and then use disinfectant.

What are the symptoms of Coronavirus?

- A cough
- Shortness of breath
- Breathing Difficulties
- Fever (high temperature)

It is important to note that symptoms of the Coronavirus can take **up to 14 day** to appear

How is Coronavirus Spread?

Coronavirus is a new illness, so experts do not know exactly how it spreads from person to person. It is not yet clear if somebody can spread the virus if they themselves are not showing symptoms. However, it is similar to other viruses that are spread in cough droplets. Therefore, you can get the virus if you:

- come into close contact with someone who has the virus and is coughing or sneezing
- touch surfaces that someone who has the virus has coughed or sneezed on

If I have the above symptoms, should I be tested for coronavirus?

The symptoms above in isolation do not mean you should be tested for coronavirus however, if you have these symptoms **and** have in the **last 14 days been:**

- In close contact with a confirmed case of coronavirus
- To a country or region with a **spread** of coronavirus (Country and Regions currently identified are China, Hong Kong, Singapore, South Korea, Iran, Japan, Regions in Italy: Lombardy, Veneto, Emilia-Romagna or Piedmont)
- In a Healthcare Centre or Hospital were patients with coronavirus were being treated

OR

If your doctor thinks you need a test for coronavirus, they will tell you where the test can be done. They will also tell you when to expect your results.

What is my role in stopping the spread of Coronavirus to protect myself, my family and my colleagues?

Everyone has a role to play in the public health campaign against Coronavirus in Ireland. The World Health Organisation (WHO) is providing guidance and regular updates at this matter. It is important to remember that for most people this is a minor illness. Those who are older or have an underlying medical condition may be more vulnerable to the infection. By working together to contain the virus as much as possible, we will reduce the spread of infection. The current key actions for everyone are as follows:

Wash your hands

Wash your hands with soap and running water when hands are visibly dirty



If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



Protect others from getting sick

When coughing and sneezing cover mouth and nose with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



Protect others from getting sick



Avoid close contact when you are experiencing cough and fever

Avoid spitting in public



If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider

Wash your hands frequently and thoroughly with an alcohol-based hand rub, OR warm soapy water.

WHY? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

Hygiene in the workplace, this means wiping down surfaces (e.g. your desk, chair) and objects (e.g. telephone, keyboards) with disinfectant/antiseptic wipes. If you work in a smaller organisation that provides a kitchen rather than a canteen, ensure that you have thoroughly cleaned your cup, plate, utensils with hot soapy water.

WHY? Disinfectant/antiseptic wipes kill viruses. Hygiene in a shared kitchen is particularly important. Rising delfh or leaving delfh that has not been properly cleaned in a sink, is putting your colleagues at risk.

Practice Respiratory Hygiene, cover your mouth and nose with your bent elbow or tissue when you cough or sneeze, then dispose of the used tissue immediately. **CATCH IT, BIN IT, KILL IT!**

WHY? Cough droplets from the nose or mouth spread virus. By following good respiratory hygiene, you are protecting the people around you from viruses such as cold, flu and COVID-19

Avoid touching eyes, nose and mouth

WHY? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter the body and can make you sick.

Maintain social distancing by maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.

WHY? Virus spread through cough droplets from the nose or mouth. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

Attending Meetings If you have have a cough or sneezing, please ensure you sit at least a meter away from you colleagues so that you do not spread illness. Consider attending the meeting by skype or dialling in as another option.

What precautions should I take when travelling?



Ensure you have the latest information on areas where COVID-19 is spreading.

You can find this at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

Avoid travel if you are at higher risk of illness.

Individuals who are older or have an underlying medical condition (e.g diabetes, heart disease) are considered to be at a higher risk from Coronavirus.

Assess Risks and Benefits related to upcoming travel.

Based on the latest information, assessment should be made on the appropriateness of travel to countries / Regions where COVID-19 is spreading.

Persons travelling to affected areas or regions should be UpToDate.

All persons travelling to locations reporting COVID-19 should be briefed by a qualified professional (e.g. *health care provider*)

Hand sanitizer rub.

Bring small bottles (under 100 CL) of alcohol-based hand rub to help facilitate regular hand-washing.

Maintain social distancing, regular hand washing and respiratory hygiene practices.

In order to keep as healthy as possible, stay at least one meter away from people who are coughing or sneezing, maintain regular hand washing and respiratory hygiene.

Wearing Face masks effectively.

If you choose to wear a face mask, make sure your mouth and nose is covered. Avoid touching the mask once it is on. Discard the mask appropriately after each use and wash your hands thoroughly afterward.

What precautions should I take when travelling? *continued*



Know who to contact in case of illness when travelling.

When travelling for work ensure you have a clear understanding from your employer of what to do and who to contact if you feel ill while travelling.

Comply with local instructions from local authorities where they are travelling. You should comply with any local restrictions on travel, movement or large gatherings.

When travelling for work, always keep in contact with your employer.

Other Points for Consideration:

- Eat only well cooked food
- Avoid spitting in public
- Avoid close contact with animals that are sick

REMEMBER:

- Effective Hand Hygiene
- Practice Respiratory Hygiene
- Maintain Social Distancing



What should I do if I have returned from a Country/Region with a spread of Coronavirus, but I am feeling well?

If you have returned from a Country/Region with a spread of Coronavirus (currently China, Hong Kong, Singapore, South Korea, Iran, Japan, Regions in Italy: Lombardy, Veneto, Emilia-Romagna, Piedmont). There is currently no spread of Coronavirus in Tenerife however if you have stayed in the H10 Costa Hotel in Tenerife since 17th February 2020 then the HSE has recommended the following guidance

If you are feeling well carry on with your normal routine.

Follow the advice above on how to protect yourself from coronavirus and other such infections (i.e. effective hand hygiene; practice respiratory hygiene; maintain social distancing).

Avoid spending time with people who are ill with a cough, high temperature or breathing problems.

If you do **develop symptoms of coronavirus** (cough, shortness of breath, breathing difficulties, fever) then **you must:**

- avoid contact with people by self-isolating
- phone your GP or emergency department (do not attend without first phoning your GP or Emergency Department, this will help to prevent the spread of Coronavirus).
- tell them your symptoms and the details of your situation (i.e. your recent travel history etc)

What Is Self-Isolation?

The HSE defines Self-Isolation as follows:

Self-isolation means staying indoors and avoiding contact with other people.

You should self-isolate if you think you may have coronavirus while you are waiting to talk to a doctor. This will help to prevent the spread of Coronavirus to others:

To Self – isolate:

DO's:

- ✓ Notify your employer
- ✓ Stay at home
- ✓ Separate yourself from others – eg try not to be in the same room as others at the same time
- ✓ Only allow people who live with you to stay
- ✓ Stay in a well-ventilated room with a window that can be opened
- ✓ Ask friends, family members or delivery services to carry out errands for you e.g. shopping, school runs
- ✓ Clean toilets and bathrooms regularly – use separate bathroom if available
- ✓ Use separate towels and wash thoroughly
- ✓ Wash crockery and cutlery with soap and water or in the dishwasher if available
- ✓ Avoid contact with pets if possible.
- ✓ Continue Hand Hygiene, Respiratory Hygiene practices

DONT's:

- ✗ Do not invite visitors to your home or allow visitors to enter
- ✗ Do not go to work, school or public areas
- ✗ Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other times with other people in your home
- ✗ Do not use public transport or taxis

In an effort to contain the spread of the virus it is also important to keep away from older people, those with long-term medical conditions or pregnant women.

What should I do if I have returned from a Country/Region with a spread of Coronavirus but I am NOT feeling well?

- If you have been to one of the places listed above and you are not feeling well
OR
- If you have been in **close contact** with a confirmed case and are not feeling well

Your response should be the same:

- Check if you have the symptoms of Coronavirus (cough, shortness of breath, breathing difficulties, fever)
- avoid contact with people by self-isolating
- phone your GP or emergency department (*do not attend without first phoning your GP or Emergency Department, this will help to prevent the spread of Coronavirus*).
- tell them your symptoms and the details of your situation (*i.e. your recent travel history etc*)

HSE GUIDANCE STATES:

Do not go to your GP or ED. Phone them first. If you do not have a GP, phone 112 or 999. Tell them about your symptoms. Give them the details about your situation. Avoid contact with other people by self-isolating.



Do I get paid while in isolation? & Is isolation considered annual leave or sick leave?

If you have concerns or are confused regarding these matters you should seek guidance from your HR Department?



World Health Organization

Coping with stress during the 2019-nCoV outbreak

-  It is normal to feel sad, stressed, confused, scared or angry during a crisis.
Talking to people you trust can help. Contact your friends and family.
-  If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.
-  Don't use smoking, alcohol or other drugs to deal with your emotions.
If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.
-  Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.
-  Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.
-  Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.

World Health Organization

Helping children cope with stress during the 2019-nCoV outbreak

-  Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc.
Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.
-  Children need adults' love and attention during difficult times. Give them extra time and attention.
Remember to listen to your children, speak kindly and reassure them.
If possible, make opportunities for the child to play and relax.
-  Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.
-  Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.
-  Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.
This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).

How can I manage my stress if exposed to an outbreak of Coronavirus?

- **Talking to people.** Do maintain regular contact with your friends and family using your mobile device.
- **Maintain a healthy lifestyle.** Ensure you maintain a well-balanced diet, gain proper sleep and exercise. Stay in contact with friends and family
- **Feeling overwhelmed, talk to a health worker, friend or family member.** Don't use alcohol, smoking or drugs to deal with your emotions.
- **Inform yourself.** Gather the facts from trusted sources. Up-to-date information is available from WWW.HSE.IE and WWW.WHO.INT

How can I help my child cope if exposed to an outbreak of Coronavirus?

- **Don't over burden children with details.** Respond to their concerns in a loving and reassuring way.
REMEMBER: Ireland only has 2 cases we are all just trying to contain the virus
- **Hand Hygiene.** Reiterate the importance of hand hygiene in an age appropriate manner – this may mean just reminding children to wash their hands
- **Respiratory Hygiene -** Encourage your child to cough or sneeze into their elbow or tissue. Tissues should be exposed immediately.
- **School/Sports/Activities -** The Chief Medical Officer and HSE will provide guidance as appropriate. Otherwise its business as usual in this regard.

Whilst we have endeavoured to provide you with all current and accurate information made available on the Coronavirus, it is important to remember that individuals have a responsibility to keep themselves up to date in this matter and to act appropriately.

For further information please review: WWW.HSE.IE / WWW.WHO.INT / WWW.NHS.UK

SCSI wishes to acknowledge the HSE, WHO and NHS for its contribution to this leaflet. Further details are available on the www.hse.ie; www.who.int, www.nhs.uk