

## ***Advice for Staff***

### **Symptoms of swine flu:**

- Fever, coughing, headache, tiredness, chills, aching muscles, sore throat, runny nose, sneezing and loss of appetite (These can be checked via [NHS Direct](#))

### **If you think you have swine flu:**

- Stay at home, do not return to work until you are fully recovered, contact your supervisor/manager.
- Most people can expect to be ill for 5 to 7 days then make a full recovery
- Do not visit your GP

### **Protecting yourself and others from infection:**

- Use a tissue to cover your nose and mouth when coughing and/or sneezing.
- Clean hands frequently with soap and water. An alcohol handrub can be used as an alternative.
- Avoid touching mouths, eyes and/or nose unless you have recently cleaned your hands.
- Use normal household detergent with water to clean surfaces frequently touched by hands
- Tissues should be disposed of in domestic waste and do not require any special treatment.

### **Use of Personal Protective Equipment (PPE) usually aprons, surgical masks and gloves):**

- Ensure that you are aware of your employer's procedures regarding (PPE) and that you are using them correctly
- Use the PPE as directed by your manager, when there is a risk of contamination from respiratory secretions
- During the pandemic you should consider changing out of your work clothes before travelling home. Work clothes can be washed at home in a domestic washing machine
- There is no need for clinical waste procedures for PPE's disposal; domestic waste is sufficient.

## Practical Guidelines

- Cleaning and disinfection procedures: The flu virus is easily killed by freshly prepared detergent and water on surfaces. Public premises should be cleaned at least once a day.
- Rubbish bags: No extra precautions are required when collecting or moving open bags or garbage. It is recommended that gloves are used if handling soiled tissues.
- Street cleaning: No extra precaution is needed.

Hands should be washed after all cleaning procedures.

**Please follow this [link](#) for the full government guidance for cleaning staff and refuse collectors in non-healthcare settings.**

## *Advice For Employers*

**All employers are strongly advised to formulate a plan to manage the outbreak. Recommendations include:**

- Investing and reviewing technology so that employees are able to work remotely wherever possible

- Identify staff who have interchangeable and key skills, or ensure that staff who might be required to carry out unfamiliar jobs are given appropriate training
- Ensure that [Working Time Regulations](#) are complied with for all staff working overtime to cover absence.

**Currently, employees can take up to seven days off (inclusive of weekends and bank holidays) without a note from their GP.**

However, new government [plans](#) are being considered where anyone affected by swine flu can stay off work for 14 days without a Doctors note (We will distribute a press release notifying all members of any changes)

**Please use this [link](#) for more detailed advice to on contingency plans for employers during the pandemic.**

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