

There are a number of simple measures that managers can encourage staff to take in order to prevent the spread of infection in the workplace and reduce the risk of interruption to normal working. These are summarised below:

Managers should encourage staff to:

- **avail themselves of suitable available inoculations**
- **wash their hands thoroughly** to reduce the risk of spreading a virus through touching mouths, noses and ears with unwashed hands. Water as hot as can be borne should be used to create a rich lather by rubbing hands together. Bars of soap should be kept clear of debris and allowed to drain and dry after use. Hands should be dried using paper towels or a warm air dryer.
- **cover their nose and mouth when coughing or sneezing.** Tissues should be used in preference to handkerchiefs. Used tissues should be binned and bagged promptly and carefully after use and not left lying around and hands washed immediately afterwards
- **maintain hygiene in communal facilities-** communal hard surfaces and door handles should be cleaned with detergent daily. Unwashed cups or cutlery should not be shared. and scrupulous hygiene observed in making drinks in the workplace
- **stay at home after contracting an infection** rather than mixing with others and coming into the office; rest and take cold or flu remedies to relieve the symptoms and, if available anti-viral medication in line with supplied instructions.
- **contact a doctor immediately** if they experience a worsening of condition after seeming to recover, see no improvement and a temperature not coming down after 4 days; experience severe or increasing breathlessness, drowsiness or confusion or cough up blood
- **at home:** to teach children to cover coughs and sneezes with tissues and dispose of tissues carefully and wash hands frequently with soap and water; keep children away from those who are ill as much as possible and keep children off School if they are ill