

COVID-19 (Coronavirus) Bulletin

11/03/2020

Distribution List: Staff, Subcontractors, Students

From: Outreach Rescue & Outreach Rescue Medic Skills

This bulletin should be read in conjunction with [previous communications](#) on this matter from Outreach Rescue / ORMS. As Government advice is updated or Outreach Rescue / Abtech / ORMS plans develop, further bulletins will follow.

UK Government Published Risk Level ¹	Moderate		
UK Government Phased Response ²	Contain	Delay	Mitigate
	Research		

Executive Summary

1. This bulletin provides information on the latest steps that Outreach Rescue / Abtech Safety / ORMS are taking to try and protect its staff as far as possible.
2. This bulletin provides information on the latest steps that Outreach Rescue / Abtech Safety / ORMS are taking to increase resilience in its business continuity.
3. This bulletin provides information for Outreach Rescue / Abtech Safety / ORMS clients with regards to risks to the Supply chain for products or services we provide due to Covid-19 and its potential spread across Europe in the coming months.

1 Key Resources

The following resources are linked to the latest advice from UK Government:

- [Coronavirus \(COVID-19\): latest information and advice](#)
- [COVID-19: guidance for employers and businesses](#)
- [COVID-19: guidance for educational settings](#)

¹ Gov.uk Guidance - <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#risk-level>

² Gov.uk Action Plan - <https://www.gov.uk/government/publications/coronavirus-action-plan/coronavirus-action-plan-a-guide-to-what-you-can-expect-across-the-uk>

2 Risks to the Supply Chain for Products or Services We Provide due to Covid-19

For Outreach Rescue / Abtech Safety / ORMS to provide their services a number of key areas need to be considered:

- Materials from suppliers necessary to provide product / service
- Workforce availability necessary to provide product / service
- Teaching facility availability to provide product / service
- Student numbers on open courses

Materials from suppliers

Most equipment required to carry out the core function for Outreach Rescue / Abtech Safety / ORMS is already kept in stock. It is only consumable items that may become more difficult to source if supply chain is affected upstream. These materials fall into two categories:

1. Consumables required for education, training and response
2. Consumable required for accommodation and subsistence of students / staff

To provide further resilience in these areas Outreach Rescue / Abtech Safety / ORMS is seeking to increase its own stock to allow for any short-term disruption to upstream supply.

Workforce availability

The nature of Outreach Rescue / Abtech Safety / ORMS, products & services is heavily reliant on the skills and expertise of its workforce. We are seeking to ensure that the risk to workforce from COVID-19 whilst at work is minimised by adopting alternative working strategies (see section 3 of this bulletin).

Teaching facilities

The teaching facilities at the Outreach centre are cleaned regularly, especially high traffic areas, work surfaces and handles. Whilst every effort is made to maintain cleanliness it is impractical to assume that this alone will be effective. Therefore, government advice on personal hand hygiene is encouraged for all who attend the Outreach centre.

Should a confirmed case of COVID-19 be encountered at the centre, we will respond as instructed by the local public health team, cleaning as instructed and quarantining equipment / facilities as required.

This may have an impact on the ability for Outreach Rescue / Abtech Safety / ORMS to provide its services for a short period of time. If required, we will explore other options, which may include:

- Sourcing another suitable venue
- Postponing the session/s

Student numbers

Open courses are reliant upon sufficient student numbers to make them commercially and educationally viable, with some learning activities rendered impossible without enough attendees. In addition, the majority of students attending the centre are employed in the emergency services. Therefore, it is foreseeable that some open courses may be affected by the availability of these students to attend due to operational pressures or through illness.

3 Small Team Groups and Working from Home

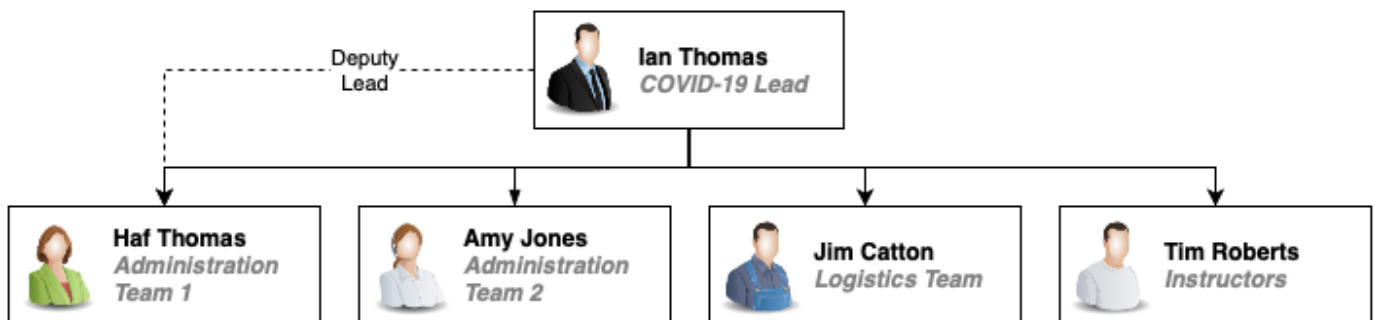
It should be noted that these additional measures do not replace the guidance issued on personal safety through good hand hygiene and reduction of touching your face with unwashed hands.

Dependant on job role, some staff work "in close contact" with others as defined by UK Government (within 2 meters for greater than 15 minutes at a time). These workers would be required to self-isolate for 14 days if one of their colleagues were confirmed as a COVID-19 case, even if they themselves were symptom free.

Therefore, it is reasonable to put in place a working plan that reduces the impact should somebody test positive for COVID-19 and, where possible, encourage the practice of working from home if possible.

Changes to working practice, effective from 16th March 2020 until further notice

Staff will be placed within a working group, each group will have a team leader, purely for the purpose of COVID-19 response.



If individuals have any questions in relation to the Outreach Rescue / Abtech Safety / ORMS COVID-19 arrangements, please ask your COVID-19 team leader.

Administration Teams

The nature of the work carried out by administration team members means that they would be defined as being in close contact with one another. Therefore, administration team members have been split into two working groups. This helps to reduce the potential for staff to transmit the virus to the whole team should one of them become unwell.

Each team will alternate working from the office or from home. This will be done on a weekly rota.

Logistics Team

Members of this team have subtly different working practices. Therefore, individualise strategies have been devised:

- Catering staff – Adjust practice so that team members are not in at the same time.
- Cleaning / Domestic staff – Adopt a work practice of minimising the time that they spend in "Close Contact" with others.
- Site Operation / Maintenance – Adopt a work practice of minimising the time that they spend in "Close Contact" with others.

Instructors

In general, instructors tend not to work in “close contact” with each other but may be in close contact with students and other staff on occasions.

Instructors should try to manage their teaching strategy to reduce occasions of “close contact” if they can. Furthermore, instructors are encouraged to maintain distance from one another (including breaks) unless absolutely necessary.

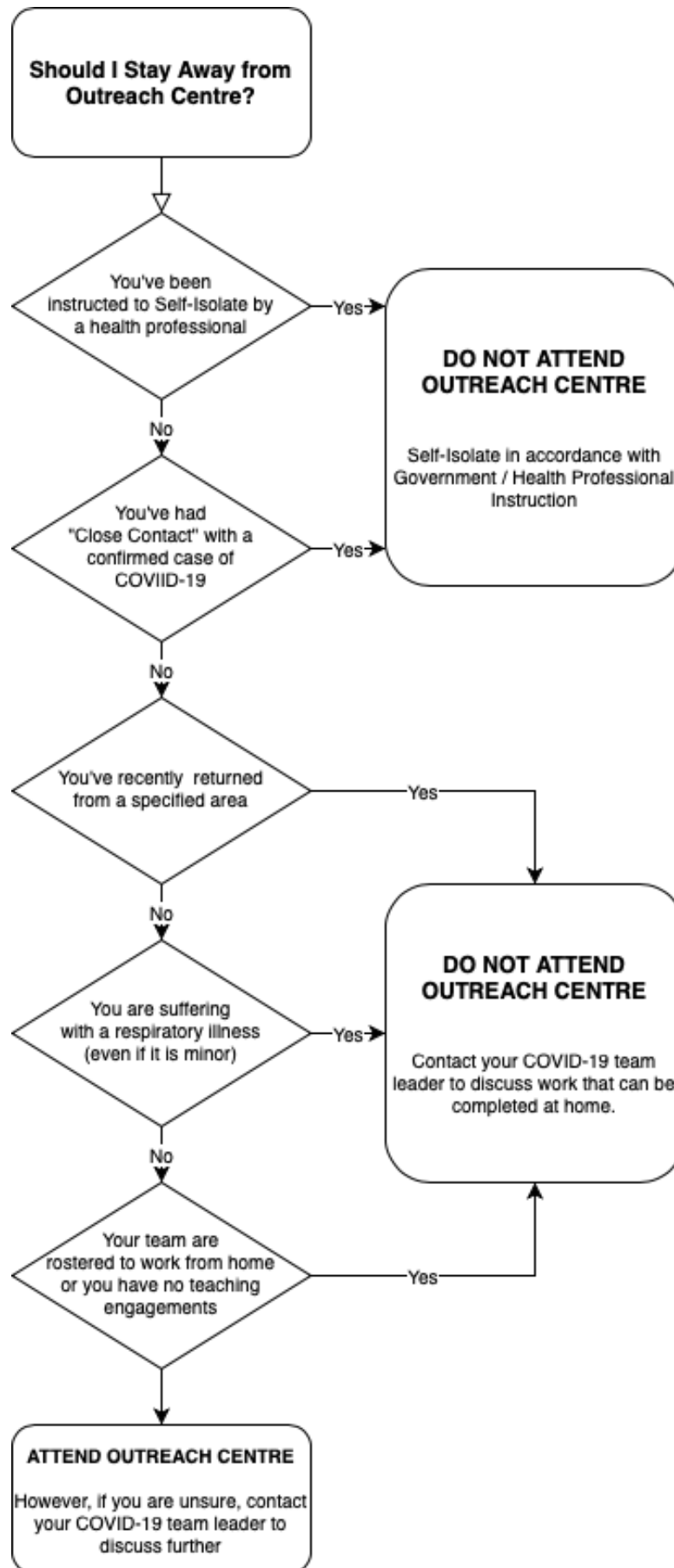
All Programme Leaders, Module Leaders and Tutors should consider innovations or teaching strategies that enable students to learn at distance. It is understood that this is challenging as most instruction is practical in nature. However, tutors are encouraged to explore any opportunities to reduce close contact between students and between Students / tutors.

Working from home

If you are required to self-isolate, you will still be able to work (unless unwell) from home. Do not come into work. You should contact your COVID-19 team leader for instruction on work activities that you can do from home.

When working from home, your team leader will be in contact periodically to ensure that you are supported in your work activities.

Instruction on Whether or Not to Attend Outreach Centre



Previous Communication

05/03/2020

Distribution List: Staff, Subcontractors, Students

From: Outreach Rescue & Outreach Rescue Medic Skills

UK Government Published Risk Levels ³	Moderate		
UK Government Phased Response ⁴	Contain	Delay	Mitigate
	Research		

Executive Summary

4. UK Government has advanced its action plan from one of **Containment to Delay**.
5. Students, Subcontractors and Staff should follow government advice on **personal prevention measures** (see 4.1)
6. **Students and Subcontractors MUST NOT ATTEND** Outreach Centre in certain circumstances (see 4.2)
7. **Staff MUST FOLLOW ADVICE** issued by UK Government and Outreach Rescue / ORMS (see 4.3)
8. **A flowchart (Appendix 1) is provided to assist in staff decision making**, If you are unsure of what to do please telephone 01248 603012 (Office hours) for advice or, out of hours, seek advice from Ian Thomas or Haf Thomas, by telephone / text / WhatsApp, prior to attending work.

1 Key Resources

The following resources are linked to the latest advice from UK Government:

- [Coronavirus \(COVID-19\): latest information and advice](#)
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2 Purpose

The purpose of this bulletin is to act as an update from Outreach Rescue and Outreach Rescue Medic Skills (ORMS) on its continuity and resilience plan in light of information released by UK Government.

Whilst every effort will be made to keep our plans up to date, in accordance with UK Government guidance and appropriate to the business operations of Outreach and ORMS, Subcontractors and Students are encouraged to read this bulletin in association with guidance issued by their own organisation.

This Bulletin draws on 3 main areas for consideration:

- Outreach / ORMS actions in response to Gov.UK general guidance and information
- Outreach / ORMS actions in response to Gov.UK guidance for employers and businesses
- Outreach / ORMS actions in response to Gov.UK guidance for educational settings

3 Information About the Virus⁵

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Novel coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China.

3.1 Diagnosis and Analysis⁶

The UK is one of the first countries outside China to have a prototype specific laboratory test for this new disease. Healthcare professionals who are contacted by a patient with symptoms following travel to an affected area have been advised to submit samples to Public Health England (PHE) for testing. Individuals should be treated in isolation.

After the experience of severe acute respiratory syndrome (SARS) in 2003, PHE developed a series of diagnostic tests to detect any member of the family of coronaviruses. These have been used for several years and were able to detect the first UK case of Middle East respiratory syndrome (MERS) in 2012.

With the first reported publication of the genome sequence of a 2019 novel coronavirus, PHE was able to rapidly develop further specific tests for this virus, working with WHO and global network of laboratories.

⁵ Gov.uk Guidance - <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#information-about-the-virus>

⁶ Gov.uk Guidance - <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#diagnosis-and-analysis>

When a clinician suspects novel coronavirus (COVID-19), they take samples from the nose, throat and deeper respiratory samples, package and send them safely to PHE Colindale. PHE can provide a laboratory result from this specific virus on the same working day.

PHE also has the capability to sequence the viral genome and compare this to published sequences from China, if a case occurs. This will provide valuable information on any mutations in the virus over time and allow an improved understanding of how it spreads.

4 Guidance for Students, Staff & Subcontractors

The guidance for educational establishments and businesses is almost identical. Therefore, Outreach/ORMS are following the advice issued under these two publications together.

4.1 Prevention

The best way to prevent infection is to avoid being exposed to the virus. Gov.uk recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. "Catch it, Bin it, Kill it"
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean
- If you are worried about symptoms, please call NHS 111 or NHS Direct. Do not go directly to your GP or other healthcare environment.

4.2 Mitigation of risk – Students & Subcontractors

The nature of education and training activities at the Outreach Centre often requires students to stay onsite and/or work in close proximity to one another. In addition, most students are often working within the emergency services and health care settings and may be attending from a number of locations Nationally & Internationally,

In an effort to mitigate risk of infection and spread the following instruction is in force until further notice and will be sent to all Students & Subcontractors if due to attend the site.

Students & Subcontractors are advised that they **will not be able to attend** the Outreach training centre if they;

1. have returned from a "[Specified Country or Area](#)" (Category 1 or 2), and, or,
2. have been in close contact with a confirmed case of Covid-19

until 14 days after arrival in the UK or 14 days after contact with a confirmed case, assuming that they have remained symptom free themselves.

If you are unsure please telephone 01248 603012 for advice, prior to attending.

4.3 Mitigation of risk – Staff

In an effort to mitigate risk of infection and spread, the following instruction is in force until further notice. If you are unsure of what to do please telephone 01248 603012 (Office hours) for advice or, out of hours, seek advice from Ian Thomas or Haf Thomas, by telephone / text / WhatsApp, prior to attending work.

4.3.1 What to do if you have recently returned from a specified area or been in close contact with Covid-19

Staff are advised that they **MUST NOT ATTEND** the Outreach training centre if they;

1. have returned from a "[Specified Country or Area](#)" (Category 1 or 2), and, or,
2. have been in close contact with a confirmed case of Covid-19

until 14 days after arrival in the UK or 14 days after contact with a confirmed case, assuming that they have remained symptom free themselves.

4.3.2 What to do if you become unwell

Remember, not all illness is Covid-19, it is reasonable to expect that you may have any one of a number of illnesses. The current advice is that if you have not been to an area with a serious outbreak or in contact with someone that is a confirmed case it is unlikely to be Covid-19.

Normal practice should continue.

4.3.2 What to do if you become unwell and you are not sure if it could be Covid-19

NHS Direct Online have an online tool (<https://111.nhs.uk/covid-19>) that is kept up to date and will assist you in making a decision about the best course of action.

4.3.2 What to do if you or a colleague becomes unwell and you believe that you / they have been exposed to Covid-19

The individual who is unwell should call NHS Direct on 0845 46 47 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

Whilst they wait for advice from NHS Direct or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

4.3.3 What to do if a member of staff or the public with suspected COVID-19 has recently been to the Outreach Centre

For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. In particular, there is no need to close the workplace or send other staff home at this point. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take.

4.3.4 What to do if a member of staff or the public with confirmed COVID-19 has recently been to the Outreach Centre

Closure of the workplace is not recommended.

The management team (Lead responsible person = Ian Thomas, Deputy = Hafwen Thomas) will be contacted by the local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.

The Health Protection Team will also be in contact with the individual person directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the person to provide them with appropriate advice.

Advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team.

4.3.5 When individuals in the workplace have had contact with a confirmed case of COVID-19

If a confirmed case is identified at the Outreach Centre, the local Health Protection Team will provide the relevant staff with advice. These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation advice sheet
- they will be actively followed up by the Health Protection Team
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call NHS Direct for reassessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

4.3.6 Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

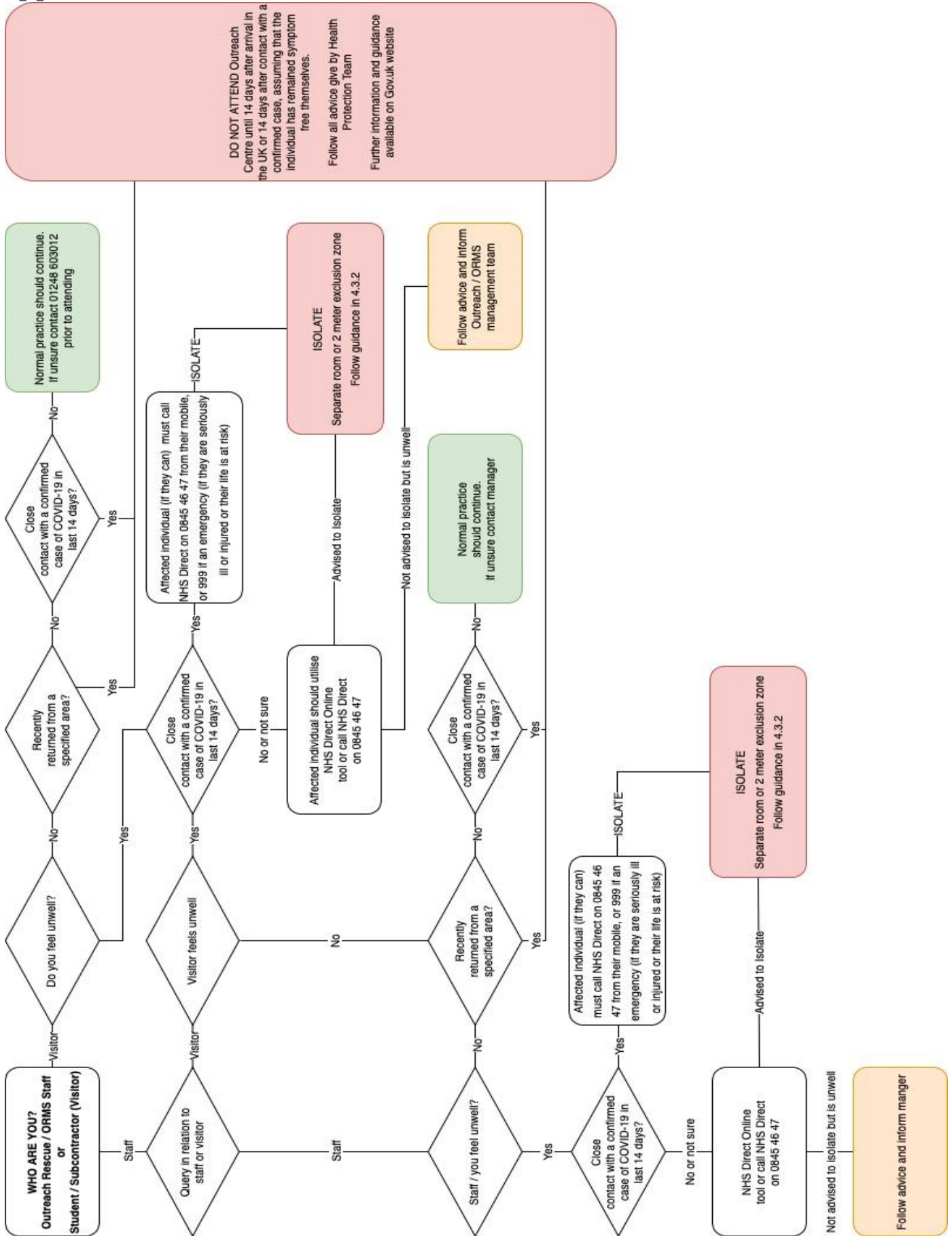
If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

4.3.7 Rubbish disposal, including tissues

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, you will be instructed what to do with the waste.

Appendix 1 - Decision Flowchart



MEMO

To: *Staff, Subcontractors, Students*

From: *Outreach Rescue & Outreach Rescue Medic Skills*

Date: *12/02/2020*

Subject: *2019 Novel Coronavirus (2019-nCoV)*

In response to information released by UK government, Outreach Rescue / Outreach Rescue Medic Skills has produced the following instruction.

While the risk to the UK population remains low, these steps are recommended to limit the potential spread of infection to staff, colleagues and students.

2019 Novel Coronavirus (2019-nCoV)

The 2019-nCoV causes severe acute respiratory infection and symptoms usually include:

- a cough
- a high temperature
- feeling short of breath

Most people infected are likely to fully recover just as they would from a flu.

How is coronavirus spread between people?

Because it's a new illness, it is not known exactly how coronavirus spreads from person to person, but similar viruses spread by cough droplets.

Symptoms of 2019-nCoV may appear in as few as 2 days or as long as 14 days after exposure, this is known as the incubation period. It is possible for someone to "carry" and spread the virus during the incubation period without suffering any symptoms.

How to avoid catching and spreading germs

There are things you can do to help stop germs like coronavirus spreading:

1. Always carry tissues with you and use them to catch your cough or sneeze. Then bin the tissue, and wash your hands, or use a sanitiser gel.
2. Wash your hands often with soap and water, especially after using public transport. Use a sanitiser gel if soap and water are not available.
3. Avoid touching your eyes, nose and mouth with unwashed hands.
4. Avoid close contact with people who are unwell.

Limiting the potential of spreading the illness to staff, colleagues and students of Outreach Rescue / Outreach Rescue Medic Skills

People who suspect they have the virus or have recovered from the virus

You should take steps to avoid close contact with other people as much as possible, as you would do with other flu viruses.

This means staying at home during the illness and for 14 days after recovery and not going to work or other public areas.

Try to avoid having visitors to your home, but it's OK for friends, family or delivery drivers to drop off food.

Do not use public transport or taxis until 14 days after your recovery.

Ask a friend, family member or delivery services to carry out errands on your behalf.

People who have recently returned from areas specified by UK Government

Anyone who has travelled to the UK from:

- China
- Thailand
- Japan
- Republic of Korea
- Hong Kong
- Taiwan
- Singapore
- Malaysia
- Macau

are advised that they will not be able to attend the Outreach training centre until 14 days after arrival in the UK assuming that they have remained symptom free.

Any person who has arrived from the areas specified and is experiencing cough, fever or shortness of breath, is advised to stay indoors and call NHS Direct Wales on 0845 46 47 or 111 if available in your area, even if symptoms are mild.

When and How to Use Masks

WHEN TO USE A MASK

For healthy people wear a mask **only if you are taking care of a person with suspected 2019-nCoV infection**

Wear a mask, **if you are coughing or sneezing**

Masks are effective only when used in **combination with frequent hand-cleaning with alcohol-based hand rub or soap and water**

If you wear a mask then you **must know how to use it and dispose of it properly**



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Before putting on a mask, clean hands with alcohol-based hand rub or soap and water



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Cover mouth and nose with mask and make sure there are no gaps between your face and the mask



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Replace the mask with a new one as soon as it is damp and do not re-use single-use masks



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water



Myth Busters

People of all ages can be infected by the new coronavirus (nCoV-2019).

Older people, and people with pre-existing medical conditions (such as asthma, diabetes, heart disease) appear to be more vulnerable to becoming severely ill with the virus.

WHO advise people of all age to take steps to protect themselves from the virus, for example by following good hand hygiene and good respiratory hygiene.



World Health Organization

#Coronavirus

Does the new coronavirus affect older people, or are younger people also susceptible?



To date, there is no specific medicine recommended to prevent or treat the new coronavirus (2019-nCoV).

However, those infected with the virus should receive appropriate care to relieve and treat symptoms, and those with severe illness should receive optimized supportive care.

Some specific treatments are under investigation, and will be tested through clinical trials.

WHO is helping to accelerate research and development efforts with a range of partners.



World Health Organization

#Coronavirus

Are there any specific medicines to prevent or treat the new coronavirus?



No, antibiotics do not work against viruses, only bacteria.

The new coronavirus (2019-nCoV) is a virus and, therefore, antibiotics should not be used as a means of prevention or treatment.

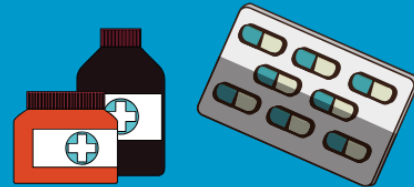
However, if you are hospitalized for the 2019-nCoV, you may receive antibiotics since bacterial co-infection is possible.



World Health Organization

#Coronavirus

Are antibiotics effective in preventing and treating the new coronavirus?



No. Vaccines against pneumonia, such as pneumococcal vaccine and Haemophilus influenza type B (Hib) vaccine, do not provide protection against the new coronavirus.

The virus is so new and different that it needs its own vaccine. Researchers are trying to develop a vaccine against 2019-nCoV, and WHO is supporting their efforts.

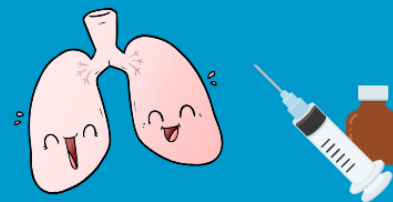
Although these vaccines are not effective against 2019-nCoV, vaccination against respiratory illnesses is highly recommended to protect your health.



World Health Organization

#2019nCoV

Do vaccines against pneumonia protect you against the new coronavirus?



Thermal scanners are effective in detecting people who have developed a fever (i.e. have a higher than normal body temperature) because of infection with the new coronavirus.

However, they cannot detect people who are infected but are not yet sick with fever. This is because it takes between 2 and 10 days before people who are infected become sick and develop a fever.



World Health Organization

#2019nCoV

How effective are thermal scanners in detecting people infected with the new coronavirus?



No. Hand dryers are not effective in killing the 2019-nCoV.

To protect yourself against the new coronavirus, you should frequently clean your hands with an alcohol-based hand rub or wash them with soap and water. Once your hands are cleaned, you should dry them thoroughly by using paper towels or a warm air dryer.

Are hand dryers effective in killing the new coronavirus?



#2019nCoV

No. Spraying alcohol or chlorine all over your body will not kill viruses that have already entered your body. Spraying such substances

can be harmful to clothes or mucous membranes (i.e., eyes, mouth). Be aware that both alcohol and chlorine can be useful to disinfect surfaces, but they need to be used under appropriate recommendations.

Can spraying alcohol or chlorine all over your body kill the new coronavirus?



#2019nCoV

Yes, it is safe. People receiving packages from China are not at risk of contracting the new coronavirus.

From previous analysis, we know coronaviruses do not survive long on objects, such as letters or packages.

Is it safe to receive a letter or a package from China?



#2019nCoV

At present, there is **no evidence** that **companion animals / pets** such as dogs or cats can be infected with the new coronavirus. However, it is always a good idea to **wash your hands with soap and water** after contact **with pets**. This protects you against various common bacteria such as E. coli and Salmonella that can pass between pets and humans.

World Health
Organization

#Coronavirus

Can pets at home spread the new coronavirus (2019-nCoV)?

