

## Coronavirus Policy

As you are aware the outbreak of COVID-19 (Coronavirus) is of global concern. Therefore, we feel it is important to make you all aware of the steps we will be taking and to ask you and your staff to adhere to the national guidelines and advice.

### General Best Practice at Dayspace

1. Continue to follow best practice on handwashing. All Dayspace staff, customers and support staff must wash hands with antibacterial soap and water which is already available at all sites. Please see the NHS guidelines for washing hands. Laminated signs demonstrating this process are placed at various points at each site.
2. Try to avoid unnecessary close contact with people where possible. We are aware that in our line of work this is often unavoidable so please ask your staff to discuss this with you if they have further concerns.
3. Cover your mouth or nose with a tissue or sleeve when you cough or sneeze.
4. Dispose of all used tissues immediately and wash your hands again.
5. If your hands are unclean refrain from touching your eyes, nose and mouth.

Whilst handwashing remains the best method to prevent the spreading of germs, we will also ensure that each site has antibacterial hand gel. This can be used in addition to hand washing. However please note that if your hands are soiled in any way antibacterial hand gel will not be effective and you should wash hands immediately.

### Feeling Unwell

1. If your support staff or service-users feel unwell or develop a fever, please stay away from Dayspace and if required, call 111 for advice.
2. If anyone starts to feel unwell while at Dayspace we would ask that they leave immediately and not return until they feel better, or if Coronavirus is suspected that they stay away for at least 14 days.
3. Please ensure that your staff communicate any cases of fever to Dayspace.

### Returning from Travel

**Please follow this advice even if you do not have symptoms of the virus.**

Stay indoors and avoid contact with other people immediately if you've travelled to the UK from:

- Hubei province in China in the last 14 days, even if you do not have symptoms
- Iran, lockdown areas in northern Italy or special care zones in South Korea since 19 February, even if you do not have symptoms
- Other parts of mainland China or South Korea, Hong Kong, Japan, Macau, Malaysia, Singapore, Taiwan or Thailand in the last 14 days and have a cough, high temperature or shortness of breath (even if your symptoms are mild)
- Other parts of northern Italy (anywhere north of Pisa, Florence and Rimini), Cambodia, Laos, Myanmar or Vietnam since 19 February and have a cough, high temperature or shortness of breath (even if your symptoms are mild)

Use the 111 online coronavirus service to find out what to do next.  
Do not go to a GP surgery, pharmacy or hospital.

Dayspace asks that all customers follow these guidelines as a precautionary measure. We would also ask that support staff remain discreet regarding this matter in order that we don't cause alarm among our customers.

We thank you for your continued support.