



# Displaying the symptoms of COVID-19

HELPING YOU UNDERSTAND WHAT TO DO NEXT

# TOOLBOX TALK: WHAT TO DO WHEN DISPLAYING SYMPTOMS OF CORONAVIRUS

## Overview

This toolbox talk is aimed at supporting everyone in the workplace to allow everyone to understand what to do when displaying symptoms of coronavirus. It is essential everyone understands their responsibility when they are displaying symptoms or have a confirmed case of coronavirus/COVID-19. If you are displaying symptoms, self-isolation will limit the spread of the virus.

## Communication

Communication is essential to allow a good health and safety culture to be created within your business. Consult your employees on any health and safety processes and controls you plan to implement. Having your staff input into these processes will promote a good working environment.

Employee 'buy in' can be achieved by:

- Working with your team to create health and safety solutions
- Regular support and interaction
- Collecting feedback from your team
- Ensuring your team has the right knowledge to understand the risks
- Training your team to know what to do.

## Preparation:

Toolbox talks can be delivered to a group either face-to-face or through the use of video conferencing. If a face-to-face method is to be used, you should:

- Follow physical distancing guidelines for two metre spacing and mark out two metre intervals
- Have the meeting outside if possible
- If inside, use a well-ventilated area/open windows and doors
- Have access doors open to minimise touch points
- Remove face coverings as they can distort voices and hinder understanding.

Use the toolbox talk to get feedback from your team, allow it to be a two-way conversation. Use props and visual aids if possible, this will allow your message to be communicated better. Review your toolbox talk on a regular basis to keep up with industry development.

## Useful information sources:

NHS Inform – [www.nhsinform.scot](http://www.nhsinform.scot)

Scottish Government – [www.gov.scot](http://www.gov.scot)

The World Health Organization – [www.who.int](http://www.who.int)

Health and Safety Executive – [www.hse.gov.uk](http://www.hse.gov.uk)

## Attending work

Do not attend work if you are displaying any symptoms of coronavirus.

Motive	As COVID-19 is a highly infectious virus that has devastating effects on the lives of people, limiting the spread of this virus is essential to protect the population and not put strain on the health services. Understanding what to do if suffering from symptoms is vital to limit the spread.
Objective	For everyone who works in your business.

## If you live alone

If you live alone and display symptoms, you should stay at home for ten days from the day your symptoms started. This will reduce the risk of you infecting others.

## If you live with others

If you live with others, the person who has symptoms should stay at home for ten days from the day their symptoms started. All other household members should isolate as a household for 14 days, even if they do not have symptoms themselves. The 14-day period starts from the first day the person had symptoms. If others develop symptoms within the 14 days, they need to stay at home for ten days from the day their symptoms started. They should do this even if it takes them over the 14-day isolation period.

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### **What are the symptoms of coronavirus?**

The most common symptoms are:

- Continuous cough. A new continuous cough is where you have a new cough that has lasted for an hour, have had three or more episodes of coughing in 24 hours or are coughing more than usual
- Fever/high temperature (37.8C or greater). A high temperature is feeling hot to the touch on your chest or back (you don't need to measure your temperature). You may feel warm, cold or shivery
- Loss of, or change in, sense of smell or taste.

### **What should I do if I have symptoms of coronavirus?**

- Consider if you have any underlying health issues
- Consider if any co-inhabitants have underlying health issues
- Do not travel to work. Contact your line manager – they can 'track and trace'
- Self-isolate following the above guidance
- If symptoms worsen (especially if you are in a high-risk group) call 111
- Do not visit your GP
- If you have a medical emergency call 999
- Get an Isolation Note from your GP – do not visit the GP
- Follow NHS Inform guidance – link on previous page
- Report it to your line manager
- Advise any clients you have been in contact with.

### **Summary**

Following this guide will help limit the spread of the virus and keep everyone safe.

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## CURRENT MEMBERS OF THE CONSTRUCTION INDUSTRY CORONAVIRUS (CICV) FORUM:

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- Association of Consultancy and Engineering (ACE)
- Association of Project Safety (APS)
- British Constructional Steelwork Association (BCSA)
- Building Engineering Services Association (BESA)
- Builders Merchants Federation (BMF)
- Chartered Institute of Architectural Technologists (CIAT)
- Chartered Institute of Building (CIOB)
- Civil Engineering Contractors Association (CECA Scotland)
- Construction Plant-hire Association (CPA)
- DHF
- Electrical Distributors' Association (EDA)
- Federation of Master Builders (FMB)
- Finishes and Interiors Sector (FIS)
- Lift and Escalator Industry Association (LEIA)
- National Federation of Roofing Contractors (NFRC)
- Royal Incorporation of Architects in Scotland (RIAS)
- Royal Institution of Chartered Surveyors (RICS)
- Scaffolding Association
- Scottish Building Federation (SBF)
- Scottish Contractors Group
- Scottish Plant Owners Association (SPOA)
- Single Ply Roofing Association (SPRA)
- SELECT
- SNIPEF
- Stone Federation (GB)

### Further information



[www.cicvforum.co.uk](http://www.cicvforum.co.uk)



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This document has been prepared by way of guidance and anyone who proposes to use it should consider the details based on their business's obligations and, if necessary, take independent advice either from their own trade or professional body or legal advisors. This will of course include recognition of all relevant health and safety legislation. Again, your trade or professional body will be able to assist with this.

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