



Coronavirus (COVID-19) Latest information and advice

Following statements issued by the World Health Organisation and Public Health England, we would like to summarise these statements and provide some specific information and advice in connection with the Coronavirus relating to both Employees and Clients. We recommend that you review the WHO advice on line: "Coronavirus disease - advice to the public" and the NHS England advice at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.england.nhs.uk/ourwork/epr/coronavirus/>

Clients and Guests Attending a Training Course or Meeting at our offices:

- If yourself or any of your colleagues who are due to attend a training session or attend a meeting with us are in quarantine, or subject to self-isolation, please inform us of this by contacting info@hydrop.com. We can make arrangements to transfer yourself or other candidates onto another suitable course/meeting date or arrange for virtual participation where practicable.
- You must not attend a meeting or training course, scheduled to be held at our offices, if yourself or any of your colleagues has arrived in the UK from, or has been to, mainland China or the Republic of Korea and certain specified towns in Northern Italy in the 14 days prior the meeting or training course. Please inform us of this by contacting info@hydrop.com so that arrangements can be made to transfer yourself or other candidates onto another suitable course/meeting date or arrange for virtual participation where practicable.
- There are specified countries and areas with implications for returning travellers or visitors arriving in the UK. Please click the link for more information on travel advice: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice>.



Catch it!

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



Bin it!

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



Kill it!

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

HYDROP ECS Staff Attending Client Sites and our offices:

- Before attending site, contact client in order to enquire of any attendance restrictions imposed by Infection Prevention and Control (IPC) Teams. Where these apply, liaise with your line manager for appropriate rescheduling of your visit.
- Where Personal Protection Equipment (PPE) have been imposed by IPC Teams, ensure that you are suitably and appropriately equipped with all the required PPE before attending site.
- If you have a fever, cough and difficulty breathing stay home and seek medical attention where necessary. Do not attend client site or our offices. Inform your line manager in advance so that the client can be contacted in advance to allow for appropriate rescheduling of your visit. Under such circumstances and where practicable, carry out your work at home and consider virtual participation where practicable.

Please ensure that you take the following actions to reduce the risks of exposure:

- Wash your hands frequently - Regularly and thoroughly clean your hands with soap and water.
- Maintain social distancing - Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose & mouth.
- Practice respiratory hygiene - This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
- If you have a fever, cough and difficulty breathing seek medical care early: Stay at home.



STOP

The Spread of Germs



PLEASE

Wash Your Hands

The above is advice and support; there is no need to panic about the current circumstances. If you have any concerns or questions regarding the current situation and how it could affect you, please do not hesitate to contact us:

info@hydrop.com 01213542030



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