

Subject: Information for all staff - Corona virus COVID-19
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From: Arlene Brathwaite
To: Mailing List - Everybody
Priority: High
Attachments: image001.png, image002.png, image003.png, image004.png, image006.png, image008.png, image009.png

Dear colleagues

You will be aware of the outbreak of novel coronavirus and the subsequent confirmed cases in the UK. We take the health and safety of our students and staff very seriously, so we are taking the opportunity to share [guidance](#) from Public Health England on steps we should all be taking. The clear and current advice from Public Health England and the Department of Education is for educational establishments to remain open and operating normally.

There is currently no cause for concern at United Colleges Group, but we will keep you informed of developments and ensure campus sites are kept clean to prevent the spread of any virus.

We understand that this may cause anxiety for you and our learners, please contact your local HR Department directly, if you would like to discuss this matter further.

Prevent the spread of infection

The most constructive steps we can all take to prevent spread of all respiratory infections are to follow these general principles:

- Wash your hands often – with soap and water for at least 20 seconds, or an alcohol-based sanitiser if soap and water aren't available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- If you feel unwell, stay at home and don't attend work
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces in your home
- If you're worried about your symptoms, please call NHS 111 – don't go directly to your GP or other healthcare environment

If you have returned from a category 1 country or area in past 14 days

This includes:

Wuhan city and Hubei province,

China

Iran*

Daegu and Cheongdo, South Korea*

Any Italian town under containment measures* (see the map [here](#)).

*Only if you've returned on or after 19 February 2020

Contact NHS 111 for advice, and:

- Self-isolate for 14 days after leaving the country or area (see the [home isolation advice sheet](#) for help with this)
- If you become unwell, call NHS 111 immediately for an assessment (or 999 if you require emergency medical attention) – see below for the symptoms to look out for.

If you have returned from a category 2 country or area in last 14 days

This includes:

Cambodia

China (other than Wuhan city or Hubei)

province) Hong Kong

Italy: north* (see the map

[here](#))

Japan

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Singapore

South Korea (other than Daegu or

Cheongdo)

Taiwan

Thailand

Vietnam

*Only if you've returned on or after 19 February 2020

If you are well, you don't need to avoid contact with other people. Your other family members don't need to take any precautions or make any changes to their own activities.

If you become unwell, stay indoors and avoid contact with other people as you would with other flu viruses (see the [home isolation advice sheet](#) for help with this). Call NHS 111 immediately for an assessment (or 999 if you require emergency medical attention)

Symptoms to look out for

If you've returned from any of the category 1 or 2 areas or countries, look out for the following symptoms:

➤Cough

➤Difficulty in breathing

➤Fever (a temperature of 38 degrees C or higher)

Regards

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