

Group message – Covid 19 virus

Dear Colleague

As most of you are aware, the coronavirus continues to spread globally, and its presence is increasing across the UK.

Across the enlarged CareTech Group, the leadership team are closely monitoring the situation, and we will send you regular updates to keep everyone informed of our operational arrangements to deal with any possible contagion of our employee's or the children and adults that we educate and care for.

We are working closely across our divisions to plan for several scenarios. All of our planning and advice will follow national guidance from public health, Local Authorities and NHS Authorities. That guidance will be monitored daily and should there be any change impacting on our services, you will be informed.

The highest priority for the CareTech Group is the health and safety of those in our care and our employees. Please review the basic precautions outlined below, which are important to protect yourself. We all need to be mindful of limiting the transmission of any disease. Please follow these best practices:

- If you feel ill, please contact your manager to notify them of your absence. If you are advised by NHS 111 or your GP to self-isolate you must follow this advice. Further guidance on what to do next will follow.
- Avoid shaking hands and wash your hands frequently both at work and at home. This is one of the most effective ways to avoid catching and spreading the virus,
- If you need to self-isolate and you can continue to work remotely, you should inform your immediate supervisor or line manager and they will liaise with you on how to arrange this. Agency workers, employees of sub-contractors and self-employed contractors who are not able to work remotely should liaise with their employer or contractor to seek further guidance. If agency staff or contractors have been advised to self-isolate they **must not enter our services**.

Finally, it is important that we are all pro-active in helping keep not only ourselves, but also colleagues, our families and everyone in our services safe. If you have any concerns regarding Covid 19 and its impact on your job, please speak to your manager in the first instance or your HR Business Partner. Please do listen to guidance and information from Government and Public Health and avoid myths and rumours.

Thank you for your commitment to every individual using our services.

Keep safe.

With Kind Regards

Haroon Sheikh

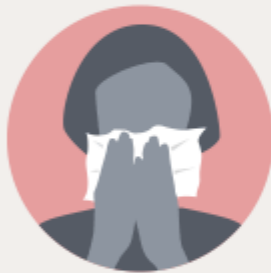
Reduce your risk of coronavirus infection



Clean hands with soap and water or alcohol-based hand rub



Cover nose and mouth with tissues or inside of elbow when coughing or sneezing



Avoid close contact with anyone with cold or flu-like symptoms



Thoroughly cook meat and eggs



Avoid unprotected contact with live wild or farm animals

