



AVTRADE'S CURRENT EMPLOYEE RESPONSE TO OUTBREAK OF CORONAVIRUS

The health, safety and welfare of each member of Avtrade as well as their family members is a high priority for us. We are, therefore, closely monitoring the outbreak of novel coronavirus (COVID-19) ("Coronavirus"). It is an evolving and dynamic situation, so our response to it may change.

The risks of Coronavirus should be taken very seriously. The Company will monitor developments vigilantly and because the situation is fluid, we will update you when information changes as we are able to do so.

GUIDANCE AND FURTHER INFORMATION

The Company is following and reviewing a variety of resources in this situation, in particular information provided by the World Health Organization ("WHO"), Public Health England and the NHS.

1. WHO has declared the Coronavirus outbreak as a global emergency. Coronavirus situation reports are [published daily](#).
2. Public Health England has [issued safety guidance](#) related to the disease.
3. The NHS has also [published health information and advice](#).

NHS KEY ADVICE:

If you think you might have Coronavirus, do not go to a GP surgery, pharmacy or hospital.

Call 111 if you need to speak to someone or use <https://111.nhs.uk/covid-19>

WHAT IS KNOWN ABOUT HOW COVID-19 IS SPREAD

Authorities have confirmed that the virus spreads through two routes:

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.



- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

Our current understanding is that the virus doesn't live on surfaces for longer than 72 hours.

There is currently little evidence that people who are without symptoms are infectious to others.

KNOW THE SYMPTOMS

For confirmed Coronavirus infections, reported illnesses have ranged from infected people with little-to-no symptoms to people being severely ill. Besides knowing how Coronavirus is transmitted, recognizing the symptoms is also an important step. Symptoms can begin as early as one day after coming in contact with the virus and can sometimes last as long as fourteen days. This can allow the virus to be spread unknowingly.

The symptoms of Coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

Please note that, according to NHS guidance, it's very unlikely to be Coronavirus if:

- you have not been in close contact with someone with confirmed Coronavirus; or
- you have not been to a country or area with a high risk of Coronavirus in the last 14 days.

People with pre-existing medical conditions (such as asthma, diabetes, heart disease) are more likely to become severely ill with the virus.

PREVENTION

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:



- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [catch it, bin it, kill it](#)
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See [hand washing guidance](#)
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

Further information is available on the [PHE blog](#) and [NHS.UK](#).

HOW LONG CAN THE VIRUS SURVIVE

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Once similar viruses are transferred to hands, they survive for very short lengths of time. Regular cleaning of frequently touched hard surfaces and hands will, therefore, help to reduce the risk of infection.

See [hand washing guidance](#).

GUIDANCE ON FACEMASKS

Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to other people.

PHE recommends that the best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.



TRAVEL AND AFTER TRAVEL

At present all work related travel has been cancelled unless as approved by the C Suite. We will advise further when the situation changes.

If you are planning a holiday please refer to the advice for [what to do if you have returned in the last 14 days from specified countries or areas](#) which is being updated on an ongoing basis.

People who have returned from Hubei Province, including Wuhan, in the last 14 days should avoid attending work. They should call NHS 111 for advice and self-isolate

All other staff should continue to attend work.

COMPANY POLICY RELATED TO SICK LEAVE

For the health and safety of all of your co-workers, it is essential that you do not report to work if you suspect you have Coronavirus. If you suspect that you or a family member that resides with you has Coronavirus, please call NHS 111 if you need to speak to someone and do not report to work.

If you are showing any symptoms of Coronavirus, you should not report to work until either (1) a healthcare provider examines you and confirms that you do not have Coronavirus, or (2) a healthcare provider diagnosis you with Coronavirus and then clears you to return to work. If you have contracted Coronavirus, and you believe you became infected with the disease while working for the Company, including during work-related travel, please immediately alert your line manager.

Please follow Company policies related to sick leave and for reporting that you will be absent.

If you have a confirmed case of Coronavirus, the Company will need you to provide an authorisation from your healthcare provider authorising you to return to work. The Company will keep all employee health information confidential. If a healthcare provider confirms you do not have Coronavirus, and you have recovered from your illness, please return to work as you would normally from a common illness like the cold or flu.

If you need to self-quarantine on the advice of NHS 111 or a doctor the [Government has announced new measures](#) that mean you are entitled to Statutory Sick Pay (SSP) from day one. This includes individuals who may be a carrier of COVID-19 but may not have symptoms and will also apply to people caring for those in the same household who display COVID-19 symptoms and have been told to self-isolate.

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