

Current Advise to Employees on the Coronavirus Outbreak

**Marilake Aerosystems' current response to the outbreak of COVID 19 (Coronavirus)**

In light of the World Health Organisation declaring COVID19 (Coronavirus) a global pandemic, it is Marilake Aerosystems' priority to ensure our customers, employees and communities remain safe as the situation develops.

Marilake Aerosystems will monitor the guidance of the World Health Organisation, UK Government and local authorities related to work, travel quarantine, meetings and events and we will continue to adjust our guidance accordingly.

Marilake will remain open for business as usual at this time. We will continue to closely monitor the situation and take actions necessary to keep everyone safe.

Signed



**Gerry Griffiths**  
**Managing Director**

Current advise from Public Health England follows :

**Information about the virus**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

**Signs and symptoms of COVID-19**

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

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Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

### How COVID-19 is spread

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)

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

### Preventing spread of infection

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

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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](#).

Face masks for the general public are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.

People who have returned from Hubei Province, including Wuhan, in the last 14 days should stay at home whether they have symptoms or not. This includes avoiding attending an education setting or work until 14 days after they leave Hubei Province.

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 stay at home.

Advice is in place 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.

With regards to travel information to China or other countries for individuals working in the UK, we recommend following the Foreign and Commonwealth Office (FCO) country advice pages.

At present, FCO advises against all travel to Hubei Province due to the ongoing novel COVID-19 outbreak. The FCO also advises against all but essential travel to the rest of mainland China (not including Hong Kong and Macao).

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**How long the virus can 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.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will 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.

Any member of staff who deals with members of the public from behind a full screen will be protected from airborne particles.

**What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19**

If the person has not been to specified areas in the last 14 days, then normal practice should continue.

