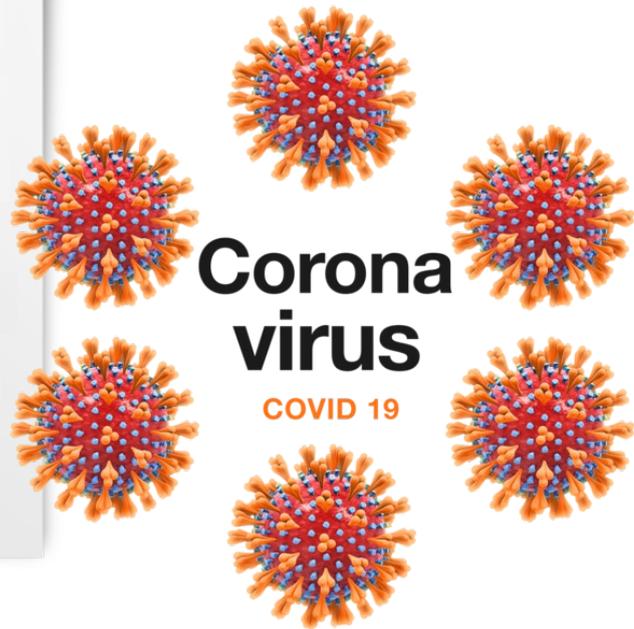
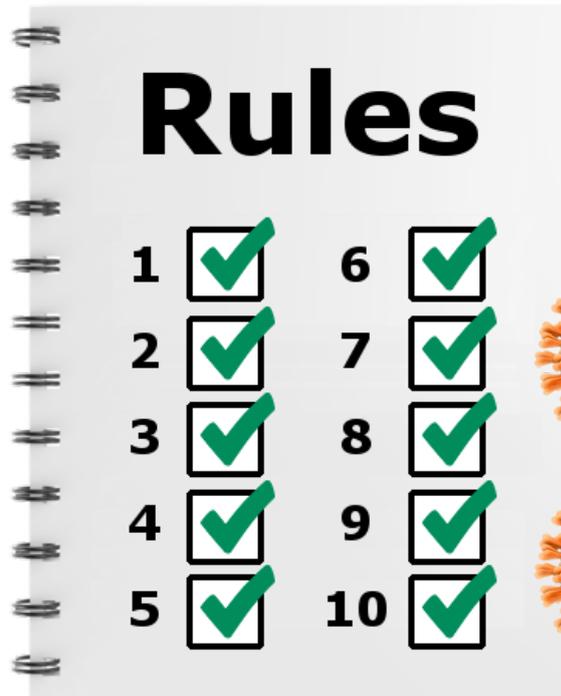




# Stay safe at work

10 new rules at work for COVID-19



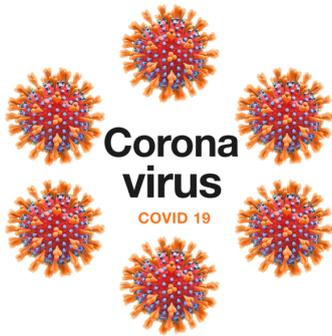
**Corona  
virus**  
COVID 19



**Easy read booklet**

June 2020

# About this booklet



**COVID-19 (coronavirus)** is a new illness affecting people all over the world.



We have to change the way we work so that we don't spread the illness.



This booklet has 10 new rules for where you work.



By keeping these rules you will help make sure that we all go home safe and healthy every day.

# 1. Look out



Look out for the **symptoms** of COVID-19 in yourself or in other people you know. **Symptoms** means signs that you might have an illness.



The symptoms of COVID-19 include

- a new cough that won't stop
- a high temperature
- change to your sense of taste or smell.



Anyone who has these symptoms must stay away from other people. If anyone in your house has these symptoms you must also stay away. Tell your manager and don't come in to work.



If you start to get these symptoms while you are at work, tell your manager and go home straightaway.

## 2. Work from home if you can



Work from home if you can. We will help to make this possible.



If you do work from home, discuss this with your manager. They will give you some rules for working from home.



If you need to go out to work, you need to fill in a form with your manager. This form is called a **Risk Assessment**.



If you need to go out to work, you must follow all the rules in this booklet, and any extra rules at the place where you work.

### 3. Keep your hands clean



Wash your hands before going to work. Wash them again when you get to work, and before you do anything.



Wash your hands when you go into a building, a toilet or a kitchen. Wash them again when you leave.



Wash your hands often during the day. Wash them after using equipment or touching things that someone else might have touched.



Wash your hands when you leave work. Wash them again when you get home.

# 10. Do your part



Follow the rules to stay safe, and wear PPE when you are told to.



Tell us if you think we could do anything better. Or if you think that something is not safe, then please stop and tell your manager.



The full version of this document is called  
**Work Safe, Stay Safe  
COVID-19 Guidance for Employees**