



Coronavirus: Important advice

Dear colleague,

You will be aware of the recent outbreak of Coronavirus (COVID-19) and the growing number of individuals affected by the virus around the world. At Driver Hire we feel it is important to offer some basic advice to all members of our temporary workforce.

Travel, Contact and Seeking Advice

If you have recently returned from any of the countries identified in the Government guidance [here](#), have symptoms associated with Coronavirus, or have been in contact with someone that has, **you must:**

- Not attend work
- Stay indoors and avoid contact with other people as you do with the flu
- Call NHS 111 and follow their advice
- Contact us immediately to inform us of your situation

Protect yourself and prevent the spread of the virus:

- Wash your hands regularly and thoroughly with an alcohol-based hand rub or wash them with hot, soapy water for at least 20 seconds each time
- Sanitise any surfaces or hand-held equipment using disinfectant wipes both when entering and leaving the cab. Wipe down surfaces, phones, steering wheels, cabs, keyboards or anything else that can be touched by people
- Cover your mouth and nose when you sneeze or cough
- Carry tissues with you. Sneeze/cough into a tissue and then bin it immediately.
- If you do not have a tissue, sneeze/cough into your sleeve or elbow
- Wash your uniform or work clothes regularly
- Avoid touching your eyes, nose and mouth, as this can spread the virus
- If you are carrying out 'sign for' deliveries, and especially when delivering to people's homes, regularly check the company's latest policy on appropriate procedures
- Check and follow the latest [FCO travel advice](#) when travelling and planning to travel

Keep Updated

As COVID-19 develops, advice is changing regularly. Please keep updated with official advice on via the Government UK website [here](#)

There is good general medical advice about the virus, and a useful tool to help you decide what to do if you think you might be affected, on the NHS 111 website [here](#)



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