

Updated Coronavirus (Covid-19) advice to ING staff – 28th February 2020

28 February 2020

Health and travel news

The following advice follows the travel advice to STFC staff, adapted for ING staff.

Advice by Country

Country	Travel out to countries on Council business	Travel out to countries on holiday/personal business	Travel in to the UK by staff/visitors
Level 1 countries			
<ul style="list-style-type: none"> China (all mainland areas, including Wuhan City and Hubei Province) 	Staff must not undertake any travel to China on Council business until further notice.	Staff are asked to inform their line manager and HR advisor if they are planning to travel to these countries on holiday/personal business.	On return to the UK, staff and visitors are required to self-isolate for 14 days and call 112 before returning to work at ING, regardless of whether or not they exhibit any symptoms.
<ul style="list-style-type: none"> Iran North Italy 'lockdown areas' of: Lombardy Codogno, Castiglione d'Adda, Casalpusterlengo, Fombio, Maleo, Somaglia, Bertonico, Terranova dei Passerini, Castelgerundo and San Fiorano,; and Veneto Vo' Euganeo Republic of South Korea 'special care zones' (Daegu & Cheongdo) 	Staff must not undertake any travel to these countries on Council business until further notice.	Staff are asked to inform their line manager and HR advisor if they are planning to travel to these countries on holiday/personal business.	Staff or visitors who have returned from these specific areas since 19 February , are required to self-isolate for 14 days and call 112 before returning to work at ING, regardless of whether or not they exhibit any symptoms.
Level 2 countries			
<ul style="list-style-type: none"> Cambodia Hong Kong Italy north of Pisa, Florence and Rimini Japan Laos Macau Malaysia Myanmar 	Staff should discuss whether travel to these countries is essential, and must: <ul style="list-style-type: none"> Get Director approval by completing a New Travel Request Form Book travel through the UKRI CTM travel system (to provide STFC with oversight of 	Staff are asked to inform their line manager and HR advisor if they are planning to travel to these countries on holiday/personal business.	Staff, or visitors do not need to undertake any special measures on return, but if they develop symptoms they should self-isolate and call 112.

<ul style="list-style-type: none"> • Republic of South Korea (excluding Daegu & Cheongdu) • Singapore • Taiwan • Thailand • Vietnam 	<p>who is where globally); and</p> <ul style="list-style-type: none"> • Document and discuss with their line manager a travel risk assessment for their visit to these countries, taking account of personal circumstances, including travel contact details, see SHE Code 8 Travel on Council business. 		
Level 3 countries			
<ul style="list-style-type: none"> • All other countries not listed above 	<p>Staff do not need to undertake any special measures to travel to category 3 countries however consideration should be given to whether travel is necessary.</p> <p>Consideration should naturally be given to using video conferencing, or forwarding samples/equipment etc. by post etc. to avoid international travel.</p>	<p>Staff do not need to undertake any special measures to travel to Level 3 countries</p>	<p>Staff or visitors do not need to undertake any special measures on return from level 3 countries</p>

Advice to staff on protecting yourself against Coronavirus

We should all be aware of the [symptoms associated with coronavirus](#) applying all the normal hygiene controls that we employ routinely to prevent the spread of any infections - [“Catch it, Bin it, kill it”](#), following [NHS advice](#) and as usual informing your line manager of sickness absence.

These are precautionary measures to limit the potential spread of infection and the impact on STFC operations and reputation.

Advice to staff on working from home if returning from Level 1 countries

Where possible, staff will be asked to work at home; equipment, work station and role permitting. When working from home staff should as usual ensure that their workstation is suitable to minimise the potential for injury see [SHE Code 25 Management of DSE](#) and review the STFC on-line [DSE Training](#) in particular those aspects relating to flexible working.

Please refer to UKRI’s [Ways of Working policy](#) for advice on complying with UKRI policies when working from home.

Any staff member who has to self-isolate and has any concerns about working from home should contact their HR Advisor for further advice.

Contact us

If you have concerns, or are worried about Coronavirus, you can contact ING Admin or use the [ING forum on coronavirus](#) on ING's private area of Confluence.