

## Updated Coronavirus (Covid-19) advice – 28<sup>th</sup> February 2020

28 February 2020

Health and travel news

The STFC Bronze Business Continuity team is meeting daily to review our position on the highly dynamic Coronavirus situation. Our primary aim is to safeguard the wellbeing of all our staff, tenants and visitors by advising on appropriate precautions and travel advice. This is based on information provided by our managers, tenants, campus partners, the [World Health Organisation \(WHO\)](#), [Public Health England \(PHE\)](#), [Foreign and Commonwealth Office \(FCO\)](#) and the [NHS](#).

The following notice provides clarification and update on previous advice issued on [29 January](#), [12 February](#) and [19 February](#) and will apply until further notice.

Please note, this travel advice is specific to STFC staff only, based on current local conditions. For UKRI's general advice to staff please see update on the [UKRI Information Hub](#).

### 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  |
|--|---|---|--|
| <b>Level 1 countries</b>   |   |   |  |
| <ul style="list-style-type: none"> <li><b>China</b><br/>(all mainland areas, including Wuhan City and Hubei Province)</li> </ul>   | Staff <b>must not</b> 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 <a href="#">self-isolate</a> for 14 days and call NHS 111 before returning to work at STFC, or visiting an STFC site, regardless of whether or not they exhibit any symptoms.  |
| <ul style="list-style-type: none"> <li><b>Iran</b></li> <li><b>North Italy 'lockdown areas' of:</b><br/><b>Lombardy</b> Codogno, Castiglione d'Adda, Casalpusterlengo, Fombio, Maleo, Somaglia, Bertinico, Terranova dei Passerini, Castelgerundo and San Fiorano,; and<br/><b>Veneto</b> Vo' Euganeo</li> <li><b>Republic of South Korea 'special care zones'</b> (Daegu &amp; Cheongdo)</li> </ul> | Staff <b>must not</b> 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 <b>19 February</b> , are required to <a href="#">self-isolate</a> for 14 days and call NHS 111 before returning to work at STFC, or visiting an STFC site, regardless of whether or not they exhibit any symptoms. |

| Level 2 countries  |   |  |   |
|--|---|--|---|
| <ul style="list-style-type: none"> <li>• Cambodia</li> <li>• Hong Kong</li> <li>• Italy north of Pisa, Florence and Rimini</li> <li>• Japan</li> <li>• Laos</li> <li>• Macau</li> <li>• Malaysia</li> <li>• Myanmar</li> <li>• Republic of South Korea (excluding Daegu &amp; Cheongdu)</li> <li>• Singapore</li> <li>• Taiwan</li> <li>• Thailand</li> <li>• Vietnam</li> </ul> | <p>Staff should discuss whether travel to these countries is essential, and <b>must:</b></p> <ul style="list-style-type: none"> <li>• Get Director approval by completing a <a href="#">New Travel Request Form</a></li> <li>• Book travel through the UKRI CTM travel system (to provide STFC with oversight of who is where globally); and</li> <li>• Document and discuss with their line manager a <a href="#">travel risk assessment</a> for their visit to these countries, taking account of personal circumstances, including travel contact details, see <a href="#">SHE Code 8 Travel on Council business</a>.</li> </ul> | <p>Staff are asked to inform their line manager and HR advisor if they are planning to travel to these countries on holiday/personal business.</p> | <p>Staff, or visitors do not need to undertake any special measures on return, but if they develop symptoms they should <a href="#">self-isolate</a> and call NHS 111</p> |
| Level 3 countries  |   |  |   |
| <ul style="list-style-type: none"> <li>• All other countries not listed above</li> </ul>   | <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 now email our designated email address [coronavirusresponse@stfc.ac.uk](mailto:coronavirusresponse@stfc.ac.uk).