



## **Coronavirus (COVID-19) Spey Fishery Board Policy**

At the time of writing, the spread of Coronavirus (COVID-19) has created a very fluid situation, resulting in much uncertainty, which is concerning for all of us. I want to reassure you that the Spey Fishery Board is taking this situation seriously and we are doing everything we can to manage this risk. With this in mind, we aim to continue business as usual, as far as is reasonably possible, with the following policy in place:

1. The health and safety of our employees is our number one priority. We are carefully monitoring the directions and advice of the World Health Organisation (WHO), NHS Scotland, the UK Government and all other relevant authorities.
2. One of the most important things is the basic hygiene measures that people can take to help prevent the spread of the infection. These include:
  - i. Routine cleaning and disinfection of frequently-touched objects and surfaces such as telephones, keyboards, door handles, desks and tables.
  - ii. Basic hand washing is highlighted as the most effective way of preventing the spread of infection. Hand hygiene is also to be promoted by ensuring staff, contractors, service users and visitors have access to hand washing facilities.
  - iii. There is to be no desk or phone sharing where possible. Any shared phones or equipment must be cleaned after individual use.
  - iv. Crockery and cutlery in the shared kitchen area should be cleaned with warm water and detergent and dried thoroughly.
3. You should also:
  - v. Maintain social distancing (2 metres).
  - vi. Stop handshaking as a greeting.
  - vii. Stay at home for 7 days If you begin to suffer from any of the symptoms associated with Coronavirus (cough, difficulty in breathing, fever).
  - viii. Self-isolate for a period of 14 days if any member of your household becomes unwell, with symptoms associated with the virus, or 7 days after you yourself start to suffer symptoms.

4. Administrative work is to be conducted from home as far as is possible, using laptops and mobile phones. Any administrative work within the office should be coordinated with the Director, so that it is conducted with only one person in the office at any one time if possible.
5. All unnecessary travel is to be avoided. Meetings that cannot be postponed should be conducted by skype, telephone conference or any other medium which avoids direct contact with other individuals. In the event that a meeting is essential, it should be held outside in the open air if possible.
6. Where possible, staff will continue to carry out enforcement policing/patrolling and field work as usual. Staff Lone Working procedures will apply, including the checks to ensure line managers know the location of staff each day and procedures in place to ensure that field work staff are accounted for at the end of each shift.

### **Background and 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

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**

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 doorknob or shaking hands then touching own face)

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

### **Preventing the 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.

The government 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.
- 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.
- 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

If you are worried about symptoms, call NHS 111. Do not go directly to your GP or other healthcare environment.

Further information is available in the COVID-19 Risk assessment for the River Office and on [NHS.UK](https://www.nhs.uk).

This policy is progressive and will be subject to regular review and revision, as appropriate.

Roger Knight  
Director  
Spey Fishery Board

20<sup>th</sup> March 2020