



5th March 2020

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Dear Parent or Guardian

RE: Matthews Enterprise Coronavirus Preventative Procedures

As I am sure you will already be aware, we are currently involved nationally with dealing with a version of the above virus (COVID-19) which is causing a degree of anxiety because of the possible consequences to particular sections of the community including: the older amongst us, those with heart conditions, those with a history of respiratory problems and people with diabetes.

Most people (97%) who acquire the virus will present with standard flu symptoms and suffer no long-term effects. However, the present mortality rate is currently estimated at 3% and is likely to include those people with conditions identified above.

As a result, the Charity is introducing some simple procedures to reasonably protect all of our clients, staff and visitors to our services. All students will also be instructed in the application of these procedures to ensure that they are correctly followed, and everyone is properly protected as far as possible with the information that we currently have available.

I enclose some literature for your information as to what we are presenting as part of our intention to protect your family members and our staff and visitors. I would also point out that while this problem is evident, Matthews Enterprise Trust will not be receiving groups of visitors to our site other than our own residents that occasionally visit to see the animals or to have lunch. Of course, these individuals are already known to us.





We would make one request from yourself which is that if you have taken your relative, and our student abroad on holiday whilst this situation remains a problem, we could be informed on your return as to which country you and your family member visited.

We hope you find this letter helpful, but please feel free to call the Matthews Office at Neat Marsh if you have any concerns or questions that you would like to be answered.

Kindest regards

Les Howell

Chief Executive



***CORONAVIRUS (COVID-19) GUIDANCE (1)**

1. 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 become a case.

2. 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

These infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer or chronic lung disease.

3. How Coronavirus COVID-19 is spread

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 could possibly 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 contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching their own face). Our current understanding is that the virus doesn't survive on surfaces for longer than 72 hours.

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

* Source: <https://www.gov.uk/government/publications/guidance-for-social-or-community-care-and-residential-settings-on-covid-19/guidance-for-social-or-community-care-and-residential-settings-on-covid-19>

4. How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular cleaning of frequently touched hard surfaces and hands will therefore help to reduce the risk of infection.

N.B. Hard services include table-tops, kitchen worktops, all door, cupboards and drawer handles. This activity should be undertaken by Matthews Enterprise Staff at the beginning, in the middle and the end of each shift using an appropriate substance e.g. Dettol Surface Cleaner.

5. Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. Therefore, avoid being exposed to the virus.

There are general principles to follow to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available - this is particularly important after taking public transport. Guidance is available on [hand washing](#)
- people who feel unwell should stay at home and should not attend work
- employees should wash their hands:
 - before leaving home
 - on arrival at work
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving work
 - on arrival at home
 - avoid touching your eyes, nose, and mouth with unwashed hands
 - clean and disinfect frequently touched objects and surfaces

* Source: <https://www.gov.uk/government/publications/guidance-for-social-or-community-care-and-residential-settings-on-covid-19/guidance-for-social-or-community-care-and-residential-settings-on-covid-19>

- if staff are worried about their symptoms or those of a family member or colleague, please call NHS 111. They should not go to their GP or other healthcare environment
- see further information and the Public Health England Blog and the NHS UK page
- ***N.B. In addition to the above advice the following must also be adhered to i.e. Matthews Enterprise Restaurant & Kitchen Staff & Students are also required to thoroughly wash their hands every hour on the hour whilst working in the kitchen/restaurant.***

6. Guidance on facemasks

Normally facemasks do not provide protection from respiratory viruses, such as COVID-19. Facemasks are only recommended to be worn by infected individuals to reduce the risk of transmitting the infection to other people. It remains very unlikely that people receiving care in a care home or the community will become infected.

Public Health England recommends the best way to reduce any risk of infection for anyone is good hygiene and avoiding direct or close contact (within 2 metres) with any potentially infected person.

Les Howell
Chief Executive

LH.4/03/2020

* Source: <https://www.gov.uk/government/publications/guidance-for-social-or-community-care-and-residential-settings-on-covid-19/guidance-for-social-or-community-care-and-residential-settings-on-covid-19>