

# Workplace Guide

## Staying healthy in the office or on the commute

Between the packed commute and the busy office with so many shared facilities (computers, telephones, door handles, buttons on lifts, toilet facilities and desks) it's easy for germs to spread.

Here are some top tips to help you:

- **Prepare** for the flu season.
- **Prevent** you and your family from catching the flu.
- **Relieve** the symptoms should you or your child come down with the flu.

**79% of people are not making a conscious effort to do the things they know they should to prevent against flu in recent months<sup>†</sup>**

<sup>†</sup> Opinions Matter Survey, August 2009.

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For more information on flu visit:

[www.FLUandYOU.co.uk](http://www.FLUandYOU.co.uk)

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## Useful numbers!

Here are useful numbers you might need in case you do come down with flu, so you have all the details you need in one easy to find place!

**NHS Direct:** Tel 0845 4647  
**National Pandemic Flu Service:** Tel 0800 1 513 100 or textphone 0800 1 513 200

### Your GP surgery

|       |            |
|-------|------------|
| Name: | Telephone: |
|-------|------------|

### Your flu friend

|       |            |
|-------|------------|
| Name: | Telephone: |
|-------|------------|

### Your work or boss

|       |            |
|-------|------------|
| Name: | Telephone: |
|-------|------------|

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## Prepare

There are lots of simple steps that you can take to make sure that you are prepared for the flu season:

### AT WORK:

- Ensure colleagues know where the nearest pharmacy or supermarket is in case they start experiencing the first symptoms of flu and need to buy over the counter remedies such as Lemsip Max All in One Lemon.
- Speak to your HR director to ensure there is a clear policy encouraging staff to stay at home if they are unwell.
- Speak to your designated health and safety office and offer to help them implement some simple improvements around the office such as posters encouraging hand washing, tissues and hand cleaner available at various points in the office.
- Ask if disinfectant wipes can be made available at all times.

**51% have not done anything differently at work since the increase in flu**  
**Only 16% have put tissues or sanitizers into their work environment†**

### ON THE GO:

- Keep a pocket of tissues with you and offer them to people on the train or bus if they need one.
- Keep some hand sanitizer (such as Dettol Healthy Touch Antibacterial Hand Foam) with you to ensure your hands are clean when on public transport.

## Prevent

If you have a busy working day, the last thing you want to worry about is getting ill, but germs can be passed on easily in offices and on public transport. However there are a few simple steps you can take that could ensure that you stay fit and well.

### AT WORK:

- Wash your hands frequently.
- Try to turn the air conditioning off (to prevent germs from re-circulating) and open the window to let fresh air in.

**Only 5% of people offer a tissue when the person sitting next to them on public transport sneezes†**

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- Reduce your stress by taking regular breaks during the day so you have time to relax, as stress makes us more prone to the flu.
- Wipe down your keyboard, phone and desk on a regular basis.

**Despite the increase in flu, only 13% of people clean or wipe surfaces at work more often†**

### ON THE GO:

- Try not to hold your bus pass or rail ticket in your mouth whilst rummaging in your bag.
- Think about cleaning the things you touch a lot whilst you're out and about, like your keys, mobile phone and ipod.
- Wash your hands immediately after using public transport.
- If you drive, don't forget to clean inside the car, especially if you have lots of regular passengers.

**22% of people are using handwipes or sanitizers more while on the move†**

## Relieve

If you do catch the flu, following this advice could help make things a little easier for you:

- Know who at work you need to call to tell them you are unwell.
- Over-the-counter medicines such as Lemsip Max All In One Lemon will help relieve the major symptoms of your flu.
- If possible stay at home – get your flu friend to pick up the bits you need and get lots of rest! Visit [fluandyou.co.uk](http://fluandyou.co.uk) to see our suggested shopping list.
- Always use a new and clean tissue to cover your nose and mouth when coughing or sneezing.
- Put your used tissues in the bin immediately and wash your hands thoroughly or use a hand sanitizer such as Dettol Healthy Touch Antibacterial Hand Foam.

**Only 11% of people say they have sufficient over-the-counter medicines for flu†**

† Opinions Matter Survey, August 2009.  
Lemsip, Nurofen, Nurofen for Children and Strepsils are medicines. Always read the label.

† Opinions Matter Survey, August 2009.  
Lemsip Max All In One is a medicine. Always read the label.

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