

## Coronavirus - Guidance to Employees and Line Managers

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Further to our last employee communication (20<sup>th</sup> March 2020) the British Government has issued further updates relating to the COVID-19 outbreak and in particular the **new rules on staying at home and away from others**.

In essence these are;

1. Requiring people to stay at home, except for very limited purposes i.e. shopping for basic necessities, one form of exercise a day, any medical needs and travelling to and from work where this cannot be done from home.
2. Closing non-essential shops and community spaces.
3. Stopping all gatherings of more than two people in public.

Further information on this link to Government website (correct at time of issue);

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/874738/Full\\_guidance\\_on\\_staying\\_at\\_home\\_and\\_away\\_from\\_others.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874738/Full_guidance_on_staying_at_home_and_away_from_others.pdf)

We appreciate this is a worrying time for everyone and their families, your safety and wellbeing is of course our priority. We will also consider the needs of all stakeholders relating to our business.

In terms of your place of work, we await clearly defined information, however as we are not on the list of businesses and premises required to close we remain open for business.

Clearly we must all change how we operate and our business activity may be affected by the action of our customers.

We must abide by the Government advice when at work and observe 'Social Distancing' at all times. Managers have been provided with an outline brief on the requirements with practical guidance on how to assess appropriate working arrangements in each location. Information has also been provided by the SHEQ Team.

Government advice is changing on a daily basis and it would be unwise of us as an employer to detail information that could become 'out of date', we therefore recommend people refer to <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response> for the latest information. We will endeavour to monitor and update on specific issues as and when they arise.

We also have been provided with outline information from the Government on protection of workers employment by the **Corona Virus Job Retention Scheme**. At this time information to employers is limited and it is unclear as to eligibility. Please be assured that we will utilise any of this support where we are able. We must stress however we cannot assume that it is something we can rely on, meantime we must take appropriate measure to protect everyone in our business.

In our last communication we advised that further information would be issued regarding use of holiday and banking of time. We attach our temporary measures to deal with these matters, please refer to documents titled;

- Temporary Holiday Arrangements
- Temporary Working Arrangements

As is stated within these documents, please liaise with your local business manager to ascertain what is relevant to you, where it will be assessed and authorised by the relevant Director in charge.

We are in 'uncharted territory' with the impact of this pandemic. No one truly knows what the next weeks and months will bring, however we have to remain positive and trust the advice we are being given. We should all look out for each other, abide by the Government guidelines and do what is necessary to protect our families and our future.

We will provide further updates as and when there is significant change.

**Please note the foregoing is subject to ongoing review and the business may change its position dependent on severity of circumstance.**

**Government legislation may change and again we will follow this as required.**

Latest advice from NHS is contained in the following link  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>