

Coronavirus - Guidance to Employees and Line Managers

In our last update we commented on the UK Government guidance encouraging businesses to go back to work in a safe and appropriate manner. We note similar patterns being followed by the devolved nations, albeit at a slightly slower pace to suit the situation in the respective areas. In the last few days, we have seen updates from HM Government advising of further relaxation of restrictions in the coming weeks including the re-opening of previous 'non-essential' places of work. It is encouraging that the impact of COVID-19 appears to be receding.

As you are aware all our offices and workshops remain open (with limited numbers) to provide services to our customers. We are now seeing increasing numbers return to work with offices and workshops being adjusted to provide a 'COVID-19 Secure' working environment.

Business managers are working with the SHEQ team to carry out Risk Assessments based on the Government guidelines for premises. We have seen some creative ways of amending layouts and changing method of operations to allow social distancing.

We recognise there may be some anxiety around safety and a physical return to work. Employers have a 'duty of care' towards their staff. This means we must do all we reasonably can to support employees' health, safety and wellbeing. We are doing this by: -

- following the government's Covid-19 Secure 2020 guide
- making sure the working environment is safe
- carrying out risk assessments

Staying COVID-19 Secure in 2020


We confirm we have complied with the government's guidance on managing the risk of COVID-19

• **FIVE STEPS TO SAFER WORKING TOGETHER** •


- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



YOU NEED TO STAY 2 METRES APART TO SAVE LIVES NOW



Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ wash your hands as soon as you get back home
- ✓ 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 immediately and wash your hands afterwards

We continue to utilise the Coronavirus Job Retention Scheme (furloughed workers) where at its peak we had circa 50% of employees 'furloughed'. This number is now reducing on a weekly basis.

On the 29th May 2020, The Chancellor announced changes to the scheme, from August the grant provided through the job retention scheme will be slowly tapered, putting more onus on businesses to contribute to employment costs.

And with effect from 1st July there will be more flexibility to bring previously furloughed employees back to work part time, this change comes a month earlier than previously announced to help people get back to work. This means that for part time furloughed employees the length of furlough time is no longer restricted to 3 weeks.

The business has been monitoring holiday use as intimated in our Temporary Holiday Arrangements document. As a reminder we require all employees to use their holiday entitlement even when on furlough. You may only have 10 days remaining by the end of August. Managers may give notice to employees to take holiday who are not following this requirement.

It is not yet clear how much of a longer term impact the pandemic may have on our business, the directors continue to monitor the situation in conjunction with business unit managers. As we have mentioned previously some units are affected more than others dependent on the country and markets they operate in.

With the government gearing up for a return to as near normal as possible, for as many as possible and as safely as possible, we look forward to welcoming more people back to the work environment.

Government advice is changing on a regular basis, we will monitor and adapt to meet the requirements. We will continue to communicate and advise of any material changes in the business.

Stay safe everyone

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/>