

Coronavirus - Guidance to Employees and Line Managers

A Happy New Year to all, unfortunately the new year has not brought good news in terms of the Covid-19 pandemic. Further to our last update in November, the UK National Governments have announced new restrictions and more stringent lockdown enforcement in an attempt to reduce the spread of COVID-19 and in particular the new variant which is transmitting at a faster pace than previous.

Each of the 4 UK nations has varying lockdown measures in place and potential for further restrictions being implemented.

Current UK Government advice is as noted in this latest update – This describing 'Tier 4' in England <https://www.gov.uk/guidance/tier-4-stay-at-home>

In Wales - <https://gov.wales/alert-level-4>

In Scotland - <https://www.gov.scot/publications//protection-level-4/>

(It is noted that a new lockdown in Scotland was advised today, 4th January)

*For other nations please review your national government updates.

In the main, the 4 UK nations are following similar rules however there are some differences. Clearly, until the new vaccine programme is implemented we will have to live with these restrictions for the next few months.

All Business Unit Managers will continue to review the local implications, however we remain open for business and we envisage this will continue. In terms of working patterns, working from home etc., local managers will review operations and engage with people to decide how best to maintain their business and support those who will be working in the factory or on site.

We note that schools are being significantly affected and as such you should liaise with local management and agree how best to continue working and/or implementation of dependent leave, flexi furlough etc.

We recognise that there are a number of vulnerable people in our workforce or in their families and every effort will be made to accommodate changes to working practices. Government has clearly identified those that are *Clinically Vulnerable* and *Clinically Extremely Vulnerable* and we will work with the affected people to find the most appropriate solutions. Please discuss with your line manager and/or HR.

The UK Government issues further updates on what to do in terms of work should you need to self isolate or shield if *Clinically Extremely Vulnerable*.

<https://www.gov.uk/guidance/if-you-need-to-self-isolate-or-cannot-attend-work-due-to-coronavirus>

Protecting yourselves and others

It is important that everyone understands their responsibility to minimise risk of infection to others.

- **If you do not feel well do not come into work**
- **Please obey social distancing guidelines**
- **Good hygiene – regular hand washing, use of sanitisers etc.**

If you need medical advice:

- England: NHS 111 online coronavirus service
- Scotland: NHS inform
- Wales: NHS Direct Wales
- Northern Ireland: get advice from a GP or GP out-of-hours service
- Overseas – contact your local health care provider

If you are unsure or concerned about this current lockdown please keep in touch and discuss with your peers, management or contact HR.

Government advice is constantly updating, there is ongoing updates on government websites. If in doubt please review the latest government information in your area and discuss with your line manager and/or the HR Department.

Stay safe everyone