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**To: All Branches**

Dear Colleagues,

**Coronavirus/Covid-19 Pandemic – Royal Mail Group – Reminder To Operational Managers of Key Preventative Advice and The NHS 'Test and Trace' Service:**

For the information all CWU Reps in Royal Mail I attach a copy of a 'reminder' to all operational managers and their teams in Royal Mail Group of the importance of following key Coronavirus/Covid-19 preventative advice and the NHS 'Test and Trace' service.

**The RMG Reminder Communication sets out the following advice:**

**Staying Safe and Covid-19 Compliant.**

This important communication stresses the important point that although we continue to see an easing of restrictions for staying safe during the Covid-19 pandemic, it is important to be reminded of the key preventative public health guidance and temporary operational measures which **remain in place.**

**Social Distancing and Hand Hygiene**

The best way for members to protect themselves is by following public health advice, by maintaining social distancing and practicing good hand hygiene.

**NHS 'Test and Trace' Service**

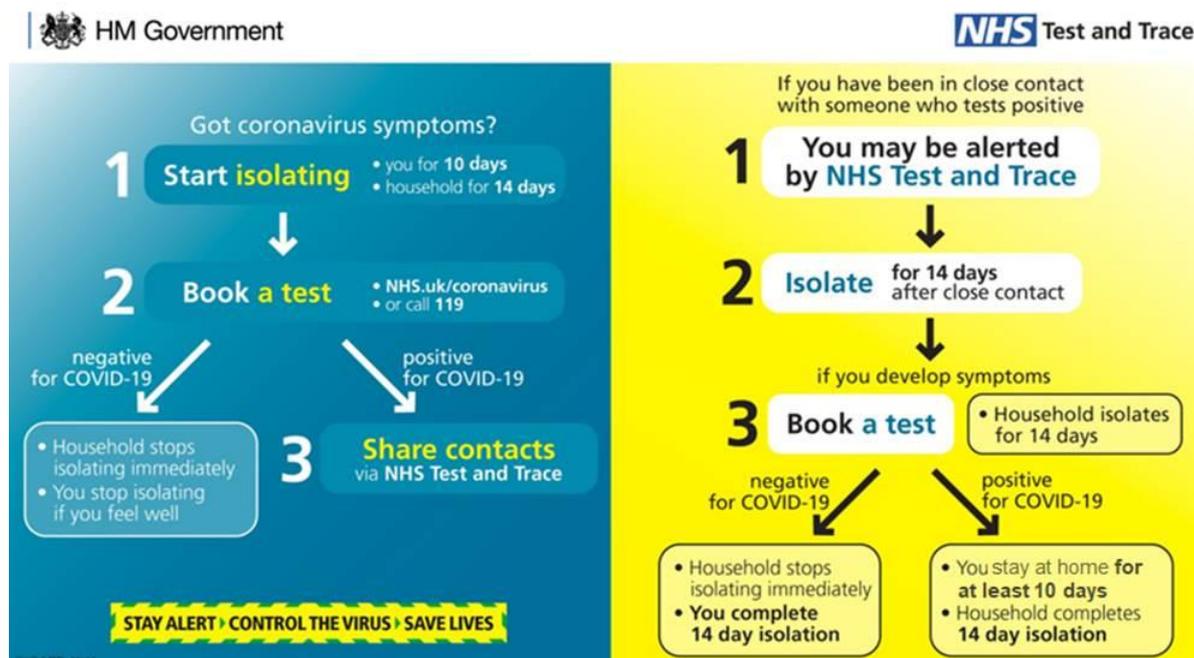
The advice is that anyone who develops symptoms of coronavirus should self-isolate at home and request to be tested via [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test).

As part of the NHS Test and Trace service, a call handler may make contact by phone, email or text with anyone who has been identified as being at a high risk of contracting the virus and instruct them to **self-isolate for 14 days** from the date of their last contact with the confirmed case individual.

To be at high risk of contracting the virus, current public health advice is that the individual will have been in close contact with someone who has tested positive. Close contact means face to face contact less than 1 metre away or spending more than 15 minutes within 2 metres of someone.

Unless instructed by NHS Test and Trace or a public health authority to be tested, or if an individual has symptoms, you do not need to be tested and can remain in work - practicing social distancing and good hand hygiene.

## THE TEST AND TRACE PROCESS – HOW IT WORKS



If any employee is unsure what to do, they should use the online coronavirus service (<https://111.nhs.uk/covid-19/>).

### **All managers should continue to monitor that the following preventative steps remain in place:**

- Workplace posters, floor markings, distance markers and one-way routes to adhere to social distancing rules.
- Hand washing is taking place and wipes and hand sanitiser are being used appropriately.
- Agreed and communicated temporary operational adjustments have been made.
- Additional Supplies Register App is updated daily to ensure masks, gloves, wipes and hand sanitiser are available.

Managers should keep updated on [coronavirus guidance and communications](#) and share key messaging with employees.

### **Further Information and Support For Managers**

Managers should call the advice and support team on **0345 6043657** or e-mail contact [coronavirus.support@royalmail.com](mailto:coronavirus.support@royalmail.com).

A 'Positive Coronavirus Case Manager Pack' is available on the Royal Mail '[intranet coronavirus library](#).'

### **See attached copy of the communication dated 26.8.20**

### **FOOTNOTE**

Developments over the weekend of 6/7 September have re-emphasised the need for the above important message to Royal Mail Group Managers. Government Health Secretary Matt

Hancock stated that the Government were 'concerned' after the daily number of UK Coronavirus cases reached its highest level since May. Official figures show a large rise in new Coronavirus/Covid-19 infections cases with Saturday's figure of 1,813 infections and Sunday's number of 2,988. This is the highest daily total since 23 May. The Minister stated that everyone needed to do all they can to prevent the huge rises in case numbers happening across Europe being repeated in the UK. He confirmed that the new positive tests were predominantly among younger people, but warned that this could lead to a rise across the population as a whole, as had occurred elsewhere and stressed the importance of avoiding transmission of the illness to those most vulnerable in society. Whilst more people were being tested, the proportion of positive tests were going up as well. **The minister stressed the importance of everyone observing 'social distancing' and insisted that workplaces and schools are 'Covid-Secure'**. The minister also confirmed that the Government would take whatever action is necessary.

What we aren't seeing is a rise in the number of people in hospital, which is good news. However, no one wants more Covid-19 cases because the worry is that they start to seep into the vulnerable and older population who are more likely to be seriously ill. Clearly there is a vitally important need to be very vigilant and the numbers are a stark reminder that there is no room for complacency as Covid-19 has not gone away yet and is very much still with us! **Hand hygiene and social distancing are as important now as they ever have been.**

Yours sincerely



**Dave Joyce**  
**National Health, Safety & Environment Officer**