



## Message from Zareena Brown

CHIEF PEOPLE OFFICER

Flu vaccination programme extended to 31 January

06 January 2023

Please cascade this information to your team

Dear Philip,

We have extended the deadline for employees to receive a **free flu vaccination to 31 January 2023**. As respiratory infection rates remain high, it's important we all remain vigilant and take the necessary steps to limit infection by protecting ourselves, and those around us, particularly those who are more vulnerable.

**To download your free digital flu vaccination voucher and arrange your appointment:**

1. Access the flu voucher website [www.digitalfu.co.uk](http://www.digitalfu.co.uk) and enter your email address (work or personal)
2. Enter the company code **R5M9G7** and receive your voucher by email
3. Locate your nearest pharmacy and book an appointment. In most cases you can book an appointment directly through the pharmacy's website, but it may be easier to call and book direct
4. Receive your vaccine (you will need to show your Royal Mail ID and digital voucher)
5. If you need any assistance with downloading your voucher, please ask your manager for support
6. Visit [www.myroyalmail.com/flu-voucher-2022](http://www.myroyalmail.com/flu-voucher-2022) for more information.

**Preventative measures to help keep you and others healthy**

It's important we don't become complacent and by taking simple measures we can all help to minimise the transmission of infections in the workplace. As a reminder, the key measures are:

1. **Get vaccinated** - redeem your free flu jab voucher, as above, or **via NHS**, if eligible
2. **Wash your hands** regularly, for 20-40 seconds each time (sing the Happy Birthday song twice)
3. **Face coverings** are recommended if you have any symptoms. These can be ordered through the self-service uniform ordering portal, **via Dimensions**. Any queries, please contact [Uniform@royalmail.com](mailto:Uniform@royalmail.com)
4. **Use sanitising wipes** to clean shared equipment, including vehicles. These can be ordered by your local requisitioner via Ariba on the Arco catalogue. Uniwipe multi-surface disinfectant wipes product code 1122400 (packs of 100). Please contact [Asset.Fulfillment@royalmail.com](mailto:Asset.Fulfillment@royalmail.com), if you have any queries
5. **Open windows** to increase ventilation and reduce the risk of airborne transmission

**FREE GP access - download Help@hand**

Remember, all colleagues now have access to Help@hand which provides you with access to **FREE** 24/7 remote GP, digital physiotherapy, mental health support and the confidential Employee Assistance Programme. Download the Help@hand app today so you're all set up and ready should you need to access one of these services. For more details [click on this link](#).

If you are a manager and need any advice on managing absence, please call 0345 6042787 or raise an enquiry via the People Case Manager system.

Many thanks,