

Royal Mail Group

Coronavirus – A Reminder of the Latest Advice

We take the wellbeing of our employees extremely seriously, we continue to follow the situation closely to keep our guidance for our people up to date and reduce any potential impact on individuals, our customers and our communities. We are monitoring information published by the World Health Organisation and Public Health England. If there are any changes or updates to how this guidance affects our policy and procedures we will issue updates through the intranet and directly to the Safety, Health and Environment Business Partners.

As with all mail handling and all other roles, good hand and personal hygiene should be maintained to minimise the risk of any infection of colds and flu, which are very common at this time of year. Hands should always be washed before eating and any gloves worn for mail handling should be washed frequently. Disposable gloves can be made available to anyone on request through their line manager and as with our winter health campaigns are a recommended additional precaution.

As part of good hygiene and 'housekeeping' please remind your teams of the availability of antiseptic wipes for handheld shared items such as PDAs, finger scanners and also multi-use keyboards ensuring you have an adequate supply of wipes.

Travel advice

The UK Chief Medical Officers are advising anyone who has travelled to the UK from mainland China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia or Macau in the last 14 days and is experiencing cough or fever or shortness of breath, to stay indoors and call NHS 111, even if symptoms are mild.

If you have returned from these specific areas since February 19th, you should call NHS111 and stay indoors and avoid contact with other people even if you do not have symptoms:

- Iran
- Specific lockdown areas in Northern Italy as designated by the Government of Italy
- Special care zones in South Korea as designated by the Government of the Republic of South Korea
- Hubei province (returned in the past 14 days)

If you have returned from these areas since February 19th and develop symptoms, however mild, you should stay indoors at home and avoid contact with other people immediately and call NHS111. You do not need to follow this advice if you have no symptoms.

- Northern Italy (defined by a line above, and not including, Pisa, Florence and Rimini),
- Vietnam
- Cambodia
- Laos
- Myanmar

If you or any of your team members have returned from the affected areas listed above, they should speak to their line manager **before** returning to work. Based on the latest information from Public Health England our Safety, Health & Environment Business Partners will advise managers accordingly.

If an employee has attended work after returning from one of the above areas but has subsequently been advised to self-isolate as a precautionary measure after calling NHS111, other colleagues in the workplace should continue with business as usual, maintaining good hand and personal hygiene and using antibacterial wipes where necessary. The risk to others remains low, however should anyone have concerns they should contact NHS111.

In the interests of employee health we strongly recommend that colleagues on personal visits do not travel to China and also review the latest travel advice from Public Health England before any travel likely to take them to designated areas of higher risk.

Please speak to your line manager if you have any questions or concerns.

We will continue to monitor the situation closely and will act on Public Health England advice which is updated daily and in the meantime continue to share regular updates and information.

The [Flu poster](#) can be used to raise the profile of good hygiene in your unit.

Please click the link to the WTLL on Coronavirus recently issued [here](#).

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