

Managers' Update |

28 February 2020

Dear colleagues,

We would like to make all colleagues aware of the following information about coronavirus:

Current situation on coronavirus in the UK

For the UK in general, Public Health England (PHE) states that this is a rapidly evolving situation. They are monitoring it carefully. The current risk to the UK is moderate, according to PHE.

Royal Mail guidance

We take the health and safety of our people very seriously. With all mail handling and other roles, we are recommending;

- Good hand hygiene is maintained to minimise the risk of any infection.
- Disposable gloves are made available to anyone on request through their line manager
- Carry disposable tissues. Dispose of the tissue carefully - "Catch it, Bin it, Kill it"
- We already provide antiseptic wipes for handheld shared items including PDAs, finger scanners and also multi-use keyboards.

Other tips include:

- Always wash hands before eating
- Avoid touching your eyes, nose and mouth with unwashed hands
- Do not share snacks from packets or bowls that others are dipping their fingers into.
- Regularly clean, not just hands, but commonly used surfaces and devices you touch or handle

To help monitor our employee self-isolation related to the coronavirus, a data portal has been created to enable managers to record all cases of self-isolation. Should an employee be advised by NHS or their GP to self-isolate or they are responsible for looking after a child who has been advised to self-isolate, the manager must update the portal, which you can access [here](#).

Further advice

Please [click here](#) to access a comprehensive Q&A document. This information is designed to assist managers when dealing with queries.

If you have concerns or questions relating to your own health and the Coronavirus please call NHS 111 or your GP. In Scotland call your GP or NHS 24 on 111 out of hours. In Northern Ireland call 0300 200 7885 or your GP for the latest advice.

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