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Our Ref: E1/20

**To: All Branches**

Dear Colleagues,

**Royal Mail Group – Latest Updated Coronavirus/Covid-19 – Frequently Asked Questions and Answers Guidance Document (Version 63)**

I attach for your information Version 63 of the Royal Mail Group, Managers' Coronavirus/Covid-19 Frequently Asked Questions and Answers Guidance document, issued by the business on 16 October 2020.

At the commencement of the Coronavirus/Covid-19 outbreak, Royal Mail Group established a 'Business Pandemic Team' which includes all national heads of department and this team meets regularly to review the situation across Royal Mail Group and to issue update Questions and Answers information communications to all managers, which is cascaded throughout the business.

The Coronavirus Guidance, version 63 Q&A document has been shared with the Union's Health, Safety & Environment Department and is hereby circulated for information and reference purposes for CWU Health and Safety and Branch IR Reps.

The Q&A documents are circulated to all RMG managers and are also available to access through a link on the Royal Mail Group 'Intranet', in the 'Managers Update Messages' section.

Please note that changes and additions from the previous version are highlighted in 'Yellow'.

Please also note that these Q & A documents are 'Royal Mail Group' documents and the contents are not agreed with the CWU. On page 4 reference is made to Royal Mail's decision to re-introduce 'shared vans' on a voluntary basis, subject to identified exclusions. This has not been agreed with the CWU and the Union remains opposed to such a policy change at this present time. Please refer to LTB 489/20.

The Health, Safety & Environment Department continues in dialogue with the Royal Mail Group Safety Health & Environment Team to raise questions, additions and amendments to the Q&A document.

Any enquiries to this LTB or feedback on the RMG Q&A document should be directed to Dave Joyce CWU National Health, Safety & Environment Officer.

**Attachment:**

Coronavirus Guidance Questions and Answers v63

**Contents List:****1. HEALTH**

- a) Prevention
- b) Self-isolation, testing and reporting
- c) Cleaning and consumables
- d) Travel
- e) Support and advice

**2. POLICY**

- a) General guidance
- b) Travel/and annual holiday
- c) Caring for dependants
- d) Sick pay
- e) Attendance process
- f) Vulnerable employees
- g) Fleet and vehicles

**3. POST & PARCELS**

- a) General Ops advice
- b) NHS testing kits
- c) Operational processes and reporting changes
- d) Delivering and collecting from customers
- e) Fleet and vehicles

Yours sincerely



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