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To: All Branches

Dear Colleagues,

Royal Mail Group – Latest Updated Coronavirus/Covid-19 – Frequently Asked Questions and Answers Guidance Document (Version 65) (Including Mandatory Face Masks Introduction Page 2):

I attach for your information Version 65 of the Royal Mail Group, Managers' Coronavirus/Covid-19 Frequently Asked Questions and Answers Guidance document, issued by the business on 6 November 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 65 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 all the contents are not agreed with the CWU.

NOTE: MANDATORY FACE MASKS INTRODUCTION

On page 2 of the latest Coronavirus/Covid-19 Q&A document Version 65 reference is made to Royal Mail's decision to introduce mandatory face coverings in all Royal Mail Group indoor workplaces from Monday, 9th November 2020. Although not compulsory outside, RM also supports and actively encourages the use of face coverings in all outdoor settings to keep employees and customers safe (e.g., public buildings, business receptions, blocks of flats). Face coverings do not replace other preventative measures, i.e., increased hand hygiene, social distancing, increased cleaning, etc., which must remain in place. A move to mandatory

face coverings in all indoor workplaces strengthens the existing preventative measures already in place to protect the workforce and others from Coronavirus/Covid-19 and supports the RMG risk management strategy which the company is responsible for under health and safety legislation. This is a view shared by regulatory bodies such as the Health and Safety Executive and many local authorities. RMG have already seen some excellent examples where indoor workplaces are wearing face coverings and uptake has been good. Full face mask and face covering guidance is available with a link from the Q&A document. Posters to display this requirement are also being displayed. The law provides discretion to people who have a health condition, a disability and other groups. These will not always be visible, so CSP employees should continue to serve all people who enter CSPs, including those not wearing face coverings. (The CWU is supporting Royal Mail Group's introduction of 'mandatory' face coverings due to government, medical and scientific guidance and the soaring number of Coronavirus/Covid-19 cases, deaths, hospital admissions and workplace outbreaks across the country).

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 V65.

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

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



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