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Our Ref: E1/21

**To: All Branches**

Dear Colleagues,

**Royal Mail Group – Latest Updated Coronavirus/Covid-19 – Frequently Asked Questions and Answers Guidance Document (Version 78):**

I attach for your information Version 78 of the Royal Mail Group, Managers' Coronavirus/Covid-19 Frequently Asked Questions and Answers Guidance document, issued by the business on 11 January 2021.

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 78 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 Regions, Health and Safety Reps, Branch and Divisional 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' i.e. caring for dependants, sick pay and clinically extremely vulnerable.

**NOTE:** Please also note that these Q & A documents are 'Royal Mail Group' advice documents and not all of the contents are agreed with the CWU.

**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. OPERATIONAL**

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

### **4. ADVICE FOR CUSTOMERS**

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. Issues received in connection with the attached which are appropriate to other CWU/HQ Departments will be passed on the appropriate National Officer.

#### **Attachment:**

- Coronavirus Guidance Questions and Answers V78

Yours sincerely



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