



Dear colleague,

We want to keep all our colleagues up-to-date on the coronavirus pandemic and what it means for Royal Mail and our people.

A detailed Question & Answer document has been added to the SHE coronavirus information page. This document will also be available on Myroyalmail.com to view by all colleagues. This is a fast-moving situation, and we will update the information page and Q&A regularly.

Reminder for managers

Should an employee be advised by NHS 111, the online self-assessment www.111.nhs.uk/covid-19 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 [Self-Isolation Recording Portal](#), which you can access [here](#)

*If a colleague has a **positive** COVID-19 diagnosis, the line manager must contact CPC (Central Postal Control) on: 0345 266 1060. CPC is Royal Mail's first point of contact for any business continuity issue.*

Royal Mail Group Communications
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