

Subject: Reminder of key preventative advice and NHS Test and Trace.

Audience: All operational managers.

Although we continue to see an easing of restrictions for staying safe during COVID-19, it is important to be reminded of the key preventative public health guidance and temporary operational measures in place.

Key preventative advice.

The best way colleagues can protect themselves in by following public health advice, by maintaining social distancing and practising good hand hygiene.

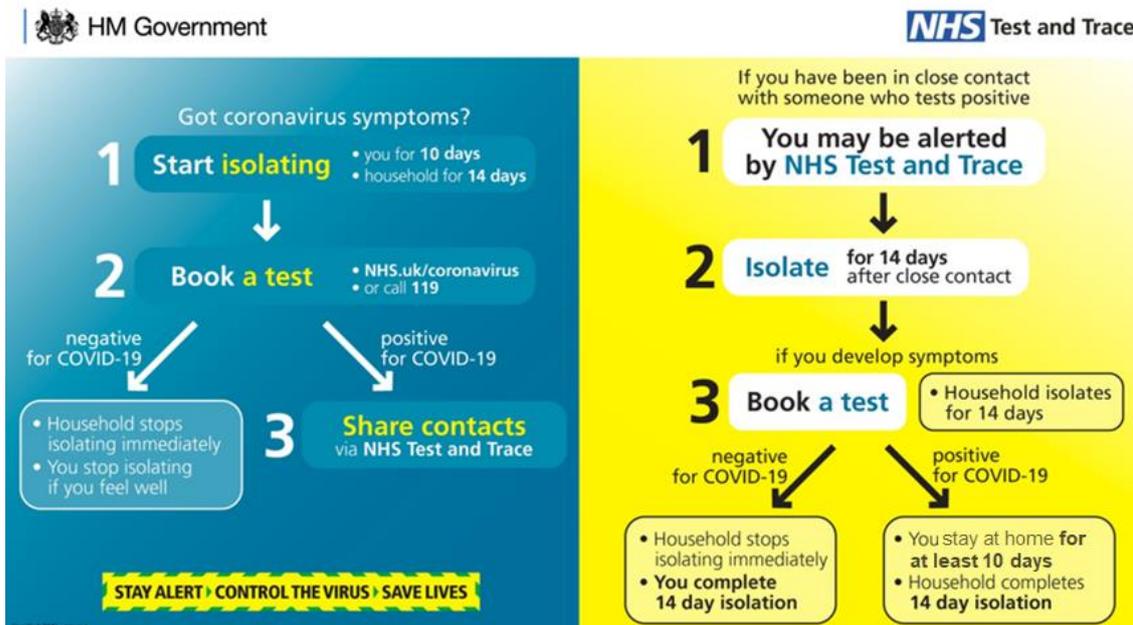
NHS Test and Trace service

Anyone who develops symptoms of coronavirus should self-isolate at home and request to be tested via www.gov.uk/get-coronavirus-test.

As part of the NHS Test and Trace service, a call handler may make contact by phone, email or text with anyone who has been identified as high risk of contracting the virus and instruct them to **self-isolate for 14 days** from the date of their last contact with the confirmed case individual.

To be at high risk of contracting the virus, current public health advice is that the individual will have been in close contact with someone who has tested positive. Close contact means face to face contact less than 1 metre away or spending more than 15 minutes within 2 metres of someone.

Unless instructed by NHS Test and Trace or a public health authority to be tested, or if an individual has symptoms, you do not need to be tested and should remain in work - practising social distancing and good hand hygiene.



If any employee is unsure what to do, they should use the online coronavirus service (<https://111.nhs.uk/covid-19/>).

All managers should continue to monitor that the following preventative steps remain in place:

- Workplace posters, floor markings, distance markers and one-way routes to adhere to social distancing rules.
- Hand washing is taking place and wipes and hand sanitiser are being used appropriately.
- Agreed and communicated temporary operational adjustments have been made.

- Additional Supplies Register App is updated daily to ensure masks, gloves, wipes and hand sanitiser are available.

Managers should keep updated on [coronavirus guidance and communications](#) and share key messaging with employees.

Further support.

Managers should call the advice and support team on **0345 6043657** or contact coronavirus.support@royalmail.com.

A *Positive Coronavirus Case Manager Pack* is available on the [intranet coronavirus library](#).