

Are you Covid-19 Free?

Sadly, we have lost colleagues to the Coronavirus and in line with Royal Mail's commitment to a Covid secure and safe workplace, we must all take greater personal responsibility of our own health and that of our colleagues and friends.

We must all take personal responsibility to prevent community transmission of the virus spreading into our workplaces. Royal Mail have continually worked with the CWU & Unite CMA to review the current guidance and advice and we need you to follow the instructions below.

Personal Responsibility



If you are feeling unwell or have been contacted by NHS and advised to self-isolate, do not enter your unit.
Call your manager and don't put your friends and colleagues at risk.

Sanitise your hands before entering the premises.
Hand sanitise regularly when on delivery and indoor staff wash your hands regularly.

Before starting to sort mail or parcels wipe clean your prep frame, handles of York containers and any other shared equipment or touch points of sorting machines

Management Systems



Covid SMATs:

- Social Distancing
- Mandatory Face Coverings
- Hand Hygiene Standards



- Managers must complete their weekly SMAT.
- SMAT must be focussed on improving compliance to the 3 Covid-19 standards

- Complete dedicated Covid joint union inspections.
- Ensure your latest version of risk assessment is complete and reviewed after a recent confirmed case.
- Review levels of PPE, wipes and sanitiser and order

- Monitor the cleaning of touchpoints
- IPS/ Prep frames
 - Work equipment - desks, phones, keyboards and scanning equipment.
 - Machines and vehicles