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England is in a National Lockdown, which is expected to last until middle of February 2021, where it will then be reviewed.

From Tuesday 05 January 2021 until mid-February 2021, the Government is taking the following action:

- Requiring people to stay at home, except where you have a 'reasonable excuse'.
- Preventing gatherings with people you do not live with, unless in your support bubble.
- Closing certain businesses and venues.
- Supporting children and young people to learn remotely until February half term, except for vulnerable children and the children of critical workers who may still attend school.

Everyone who can work effectively from home must do so. Where people cannot do so they should continue to travel to work/attend their workplace. This is essential to keeping the country operating and supporting vital sectors and employers. This includes our frontline managers and employees.

Further to the Government announcement on Monday 04 January 2021 we have put together some guidance. You may also want to refer to <https://www.gov.uk/guidance/national-lockdown-stay-at-home> for the latest advice.

Self-Isolation Guide

What should I do if I have symptoms of COVID/19?

If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

Please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> to find out how to arrange testing and where testing is being carried out in your local area.

If an employee is tested positive for COVID-19 it is imperative that they do not come to work and inform their line manager as soon as possible.

What should I do if a member of my household is suffering with symptoms of COVID/19 or has tested positive?

If you live with others, all other household members must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 10-day isolation period.

If you have symptoms, try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.

What should I do if I believe I have been in close contact with someone who has tested positive for COVID-19 or has symptoms, but do not live with them/not in my support bubble?

Contacts who need to self-isolate will be notified and advised accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate, and can continue to come to work as normal, unless advised otherwise by your line manager or you develop symptoms.

If you think you've been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate via NHS Test and Trace, continue to follow hand washing and social distancing advice:

- try to stay at least 2 metres (3 steps) away from anyone you do not live with (or anyone not in your support bubble)
- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- do not touch your eyes, nose or mouth if your hands are not clean

What do I do if I've been contacted by NHS Test and Trace as someone who has been in close contact with someone who has tested positive with coronavirus?

You will be told to begin self-isolation for 10 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because you could still be infectious to others. Failure to self-isolate for the full time period can result in a fine, starting from £1,000. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home. For information: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

If I previously tested positive for COVID-19 and have another episode of symptoms, do I need to self-isolate again?

If you have tested positive for coronavirus (COVID-19), you will probably have developed some immunity to the disease, but it cannot be guaranteed that will happen in all cases, nor exactly for how long that will last.

If you have previously tested positive but develop symptoms again, you must self-isolate for at least 10 days from onset of symptoms and be tested. If you live in a household with other people, all other household members must stay at home for 10 days.

If there is a confirmed case of COVID-19 at the site I work at, should I self-isolate?

Contacts who need to self-isolate will be notified and advised accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate, and can continue to come to work as normal, unless advised otherwise by your line manager or you develop symptoms.

Shielding Advice

The Government advice on clinically vulnerable and clinically extremely vulnerable is set out below. It's important to understand that there is a difference between the two:

Clinically vulnerable – Do not need to shield	Extremely clinically vulnerable – Need to shield
<ul style="list-style-type: none"> • aged 70 or over (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy • diabetes • a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) 	<ul style="list-style-type: none"> • Received a letter from the Government (Department of Health and Social Care)/ NHS advising that they are extremely clinically vulnerable

- | | |
|---|--|
| <ul style="list-style-type: none"> • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant | |
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If you are clinically vulnerable, you could be at higher risk of severe illness from coronavirus.

- You can continue to attend work (unless advised otherwise by a medical professional)
- You should be especially careful to follow the rules and minimise your contacts with others
- You should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

There is a further group of people who are defined, also on medical grounds, as **clinically extremely vulnerable** to coronavirus – that is, people with specific serious health conditions who should shield. Over this period, the Government are advising the clinically extremely vulnerable to work from home. If you are unable to work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP), the job retention scheme (Furlough) or Employment Support Allowance (ESA).

The Government will be writing to everybody who is **clinically extremely vulnerable** to set out detailed advice while the new restrictions are in place. You will be required to provide a copy of this letter to your line manager.

Furlough/ Pay Advice

What's happening with the Government furlough scheme?

The Government furlough scheme has been extended and will remain open until 30 April 2021, with employees receiving 80% of their current pay for hours not worked, up to a maximum of £2,500. New starters and employees who have not previously been furloughed will qualify for the extended furlough scheme providing they were employed prior to 16 October 2020. Therefore, if no work is available for you, you may be placed on furlough for all or some of your contracted hours by your manager, receiving 80% of your pay for any hour not worked.

What happens if my child's school has been closed and I have childcare issues?

Colleges, primary and secondary schools will remain open for vulnerable children and the children of key workers (which includes our frontline employees). All other children will learn remotely until after the February half term. If your child school is closed there are some options available to you;

- Take dependent leave, this will be unpaid
- Annual leave if applicable
- Alternative hours of work if possible

Please speak to your line manager in the first instance to discuss the options available to you.

How will I be paid if I am absent from work due to COVID/19?

If you are required to self-isolate for any reason related to COVID/19, you will be paid in line with your sick pay entitlement from day 1 of your absence, unless agreed otherwise with your manager.

Any employee's absence that occurs due to self-isolating in line with Government guidelines or due to a positive COVID-19 diagnosis will be discounted when monitoring sickness absence levels.

Is there any extra support I can get when off sick due to self-isolation?

You might be able to get a payment of £500 if you need to self-isolate because of coronavirus (COVID-19) and you cannot work from home. Please visit <https://www.gov.uk/test-and-trace-support-payment> for more information.

What will happen if the site I work at, closes or has reduced workload as a result of the new lockdown?

If your site is due to close or has a significant reduction in workload, then your line manager will look for alternative work for you to carry out at a different site. If this is not an option, then it is likely that your manager will seek your agreement to be furloughed.

What happens if I can clean at multiple sites and only one of them is closed?

If any sites that you work at are closed or have a reduced service then your line manager will discuss the options, you may be placed on furlough leave for one site but continue to work at another site or you may be flexi furloughed dependent on the requirements from the client.

I am due to be on annual leave but have now been furloughed, what will happen to my pay?

If you have pre-booked annual leave and you are then furloughed, your pay will be topped up to 100% pay for any annual leave days, if you have any queries with annual leave then speak to your line manager.

At work

I have been asked to clean a site that has a suspected or confirmed case of COVID-19 what should I do?

As we start to get used to COVID-19 being part of our lives, we must also get used to this being part of our jobs.

If a customer has approached you to inform you of a suspected or confirmed case of COVID-19, please let your line manager know immediately before taking any action.

If your line manager asks you to clean a suspected or confirmed case of COVID-19 you must follow the normal method statements for decontamination and also the additional Risk Assessment for cleaning sites with suspected or confirmed cases which lists additional PPE requirements.

Travel

What is the Company's stance on employees who want to travel abroad at this time?

Travelling abroad in these times is at your own risk. The Government guidance is to avoid all travel unless you have a legally permitted reason to leave home, in addition, you should follow the public health advice in the country you are visiting.

Travel advice: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

If I travel abroad to a country that requires me to self-isolate upon my return, can I take a test to enable me to come back to work?

The Test to Release for International Travel scheme is for people who need to self-isolate on arrival in England. Under the scheme you can choose to pay for a private COVID-19 test. If the result is negative, you can stop self-isolating. The earliest you can take the test is 5 full days after you left a place not on the travel corridor list. For more information on this please visit:

<https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel>

For a list of private providers of COVID/19 testing please visit:

<https://www.gov.uk/government/publications/list-of-private-providers-of-coronavirus-testing/list-of-private-providers-of-coronavirus-testing>

You cannot use the NHS free testing system and you can be fined if you use a negative NHS test result to end your self-isolation period early. A negative test result from the NHS will not be accepted to enable your return to work.

Keyworker Status

How do I obtain a letter confirming I am a key worker and have permission for essential travel?

If you contact your line manager or the HR department, they can provide you with a letter to produce if you are stopped and asked by the authorities.

Offices

Will Nviro offices remain open?

Head Office will remain closed until further notice and our office staff should continue to work from home. Our managers and frontline staff who are unable to work from home, should continue to travel to work and follow our COVID risk assessment strictly.

Those who are key holders who need to attend the offices for essential reasons are still able to do so, but should follow the COVID risk assessment strictly, and should clean and sanitise any space they use afterwards, including touch points.

If you are working from home, please remember to fill out the Home Working Risk Assessment with you Line Manager and submit it to Abi Charley, H&S Co-ordinator.