

Coronavirus - Guidance to Employees and Line Managers

A message from the Directors

As we approach the traditional Spring Holiday period, we do this with a very different outlook than normal. When it should be a time for being with family/friends, holidays, leisure activity etc. we find ourselves looking for new and different ways to occupy our time. A number of you are in 'furlough', some people will still be working as our customers require it, and some will potentially be on their own. This can also be a time for some personal reflection.

We recognise the efforts in our wider society to reduce the risks we face with the COVID-19 pandemic, hopefully we are all making some form of contribution to this be it through self-isolation, following Government guidelines or through providing goods/services that support essential industry.

We continue to be 'open for business' however at reduced capacity with varying impact on workload dependent on location, customer requirements etc.

We will continue to monitor Government advice and our ways of working to ensure we maintain safe distancing as well as all other standard health and safety requirements.

It is impossible to speculate on how long this will last. The Business Unit Managers are embarking on the usual quarterly business financial updates which will provide insight into how things may look in the short to medium term.

As we stated in our last update the company entered this period of uncertainty with positive cash in the bank. The company is utilising various government COVID-19 support mechanisms including the Coronavirus Job Retention Scheme and the deferral of VAT payments to help maintain both employment and cash within the business to allow us to weather the storm during this period of disruption.

You will have seen various news items of companies struggling with the financial impact of this crisis, we are in a stronger position than some, however we must maintain a focused and cost conscious approach to our business activities to ensure we remain so.

These are challenging and uncertain times, we would like to thank everyone for accepting the measures we have had to implement.

Q & A

As we are in a holiday period, we highlight a number of related questions we have received, particularly for furloughed workers.

What happens to bank holidays whilst I'm on furlough leave?

You will receive normal holiday pay in lieu of furlough allowance for the affected days.

If I have a pre-booked holiday but am on furlough leave do I lose it?

To allow us to be compliant with the government scheme, our current understanding is that you must be furloughed for a minimum of 3 weeks, we may request holidays be moved to accommodate this.

If I must only have 10 days left to take by the end of August, could I just ask if they are to include the 3 mandatory days we take at Christmas?

Yes, this should include the 3 mandatory days

Now that Working Time Directive has been amended to allow holiday carryover, does the company rule still stand that I have to use my holidays so that I've got 10 left by August?

Yes, we wish to maintain the temporary holiday arrangements at this time.

Whilst on any training during a furlough period will I receive full pay or Furlough pay?

You will receive furlough pay unless it falls below National Minimum or Living Wage criteria. Any training should be limited to existing courses where appropriate opportunity is provided to maintain progress of studies.

Whilst on Furlough leave can I be asked to carry out work or tasks or attend meetings?

No, we cannot ask an employee to do any work that:

- *makes money for our organisation*
- *provides services for our organisation*

We thank you for your understanding during these unprecedented times and challenges ahead and hope you can make the most of this spring holiday break.

Stay safe everyone

Please note the foregoing is subject to ongoing review and the business may change its position dependent on severity of circumstance. Government legislation may change and again we will follow this as required.

Latest advice from NHS is contained in the following link <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Coronavirus Advice (Source NHS, BBC)



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues (then wash hands)



If you don't have a tissue **use your sleeve**

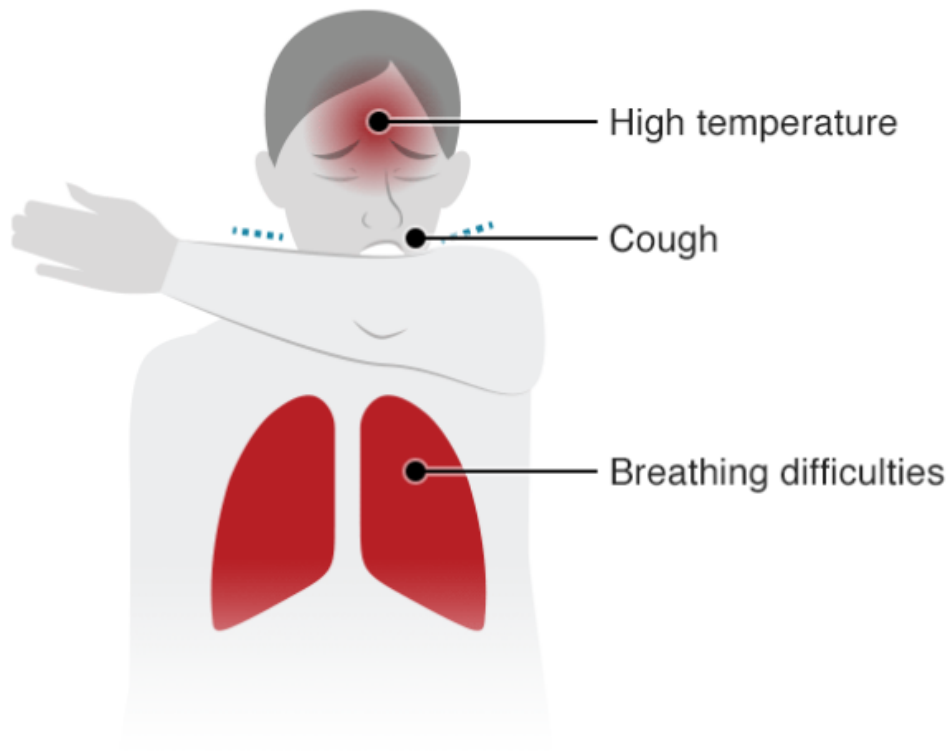


Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

Coronavirus: Key symptoms



Use the NHS 111 online coronavirus service if:

- you feel you cannot cope with your symptoms at home
- your condition gets worse

 **Use the 111 coronavirus service**

Only call 111 if you cannot get help online.