



Coronavirus: Important advice

Updated 11th January 2021

Dear colleague,

The UK Government has raised the threat level of COVID-19 to the highest level (Level 5) in response to the significant rise in cases and the new variant that is spreading across the country. Measures to mitigate the risk, including lockdowns and other arrangements are being implemented both UK-wide and regionally. The vaccine rollout offers light at the end of the tunnel, but for now we must be more vigilant than ever.

Hands, Face, Space

Much guidance has been issued by both the Government and the NHS during this crisis. We are committed to helping you to find the right official advice for you. The latest campaign reminds us that there are simple steps we can all take – such as social distancing, hand hygiene and the use of face coverings.

If you are experiencing symptoms of Coronavirus:

- If you have a high temperature, a new and continuous cough, or a loss or change in your sense of smell or taste, you should self-isolate for a period of 10 days (or longer if you still have a temperature)
- If someone you live with tests positive or has a high temperature or a new and continuous cough, you should self-isolate from the day *their* symptoms started and the next 10 full days
- If you fall into either of the above categories, do not attend work, and arrange for a Coronavirus test. Information on how to do this can be found [here](#)
 - The latest NHS guidance on Coronavirus can be seen [here](#)
 - The Government's guidance on self-isolation can be seen [here](#)

NHS COVID-19 App:

Contact tracing apps are now available to download to your phone in England, Scotland, Wales and Northern Ireland. These apps will help you to know if you are at risk from coronavirus and to alert those around you.

Search the AppStore or Google Play to find the right app for where you live.

Protect yourself and prevent the spread of the virus:

- Follow the Government's guidance on Social Distancing wherever possible
 - Details can be found [here](#)
- Wash your hands regularly and thoroughly with an alcohol-based hand rub or wash them with hot, soapy water for at least 20 seconds each time
- Sanitise any surfaces or hand-held equipment using disinfectant wipes both when entering and leaving the vehicle. Wipe down surfaces, phones, steering wheels, cabs, keyboards or anything else that can be touched by people
- Cover your mouth and nose when you sneeze or cough
- Carry tissues with you. Sneeze/cough into a tissue and then bin it immediately
- If you do not have a tissue, sneeze/cough into your sleeve or elbow
- Wash your uniform or work clothes regularly
- Avoid touching your eyes, nose and mouth, as this can spread the virus
- If you are carrying out 'sign for' deliveries, and especially when delivering to people's homes, regularly check the company's latest policy on appropriate procedures

Keep updated:

The Government is clear that we are now in the toughest stretch of this crisis. Official advice is changing regularly in response to a very fast-moving situation. Please keep updated with official advice via the UK Government website [here](#).

