

COVID-19 Update for UK Employees | 26/08/2020

Change to Government Guidance on Self-Isolation

We would like to remind all employees of the importance of maintaining two metres of physical distance from those who are not in your household wherever possible.

The need for this has been emphasised as Government advice for those who have been in close contact with someone who has tested positive for Coronavirus has changed. Now, **if you have been in close contact with someone confirmed to have the virus, you must self-isolate for 14 days**, even if you take a test and it comes back negative. The new requirements are detailed below.



PHYSICAL DISTANCING

If you test negative (the test did not find coronavirus):

- keep self-isolating for 14 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested
- anyone you live with can stop self-isolating if they do not have symptoms
- anyone in your support bubble can stop self-isolating if they do not have symptoms

If you test positive (you have coronavirus):

- self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days
- anyone you live with must self-isolate for 14 days from when your symptoms started
- anyone in your support bubble must self-isolate for 14 days from when your symptoms started

For more information about when to self-isolate, visit [here](#).

While we should all be able to manage this while at work with the measures already in place, it reminds us all of the importance of maintaining physical distance, particularly as we begin to travel and socialise more. Please consider the impact that a suspected case of Coronavirus could have on yourselves, your family and the business unit you work in.

External Meetings

As we continue to adapt to the new business normal, we understand many employees are being invited to, and coordinating, meetings with external contacts and stakeholders.

In line with our global protocols to prevent the spread of Coronavirus, please remember the following guidelines for meetings:



1. Face-to-face meetings and meetings with visitors/third parties during COVID19 period should be avoided as much as possible.
2. Promote and use alternative contact and technological communication tools, such as: group phone calls, group WhatsApp, E-mails, videoconference, digital platforms, two-way radios.
3. If a face-to-face meeting is essential, make sure it is done in a well-ventilated area, respecting physical distance and

wearing face masks. It should be held with a small group of people (e.g. no more than 6 people) depending on the size and characteristics of the room and preferably in an open space environment.