

Coronavirus Update – Cases continue to drop

Cases continue to drop - Indicating lockdown & vaccination process is having an effect.

Daily change

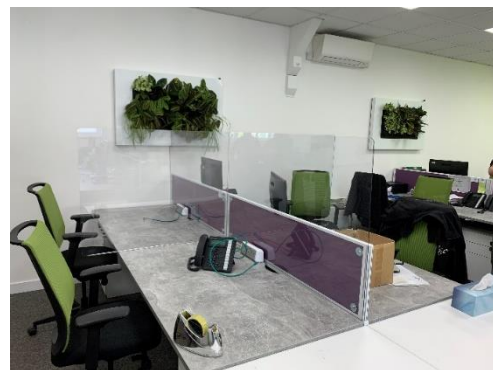


Don't relax - Keep Following the Rules

Re Opening of Nurture Offices

The Government has announced that its work from home if you can “rule”, will end on 29th March 2021. With that in mind and the expected continued opening we have set out below our plans for our business and a reminder of what we have done to support us all at work.

In line with the end of the work from home rule being lifted, we would like to see the full return to our offices of all office based employees from **Monday 29th March 2021**. As we have highlighted before we consider our business and associated services to be important in our support of essential work areas and those areas soon to reopen. We also remain keen to demonstrate a united and shared approach to this unparalleled situation regardless of where you work in our Organisation.



We are one team and our operational staff in the field have largely remained at work along with their managers, we believe it is important to have our office based support teams visible and available to support our operations teams from our network of depots and offices across the UK.

We understand that some people might fall into a vulnerable category and may have received a letter advising them to shield. If this is the case, please liaise with your line manager on how to proceed. We will need a copy of the government letter to enable us to take the appropriate measures.

If you have any questions please discuss these with your line manager who will bring them up with the relevant Director and HR.

Now is NOT the time to relax re Office controls - We need to continue to protect all.

One of the most dangerous aspects of this disease is that people without any symptoms can infect many others without realizing it.

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

As a minimum

- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
- All communal office surfaces to have a disinfectant wipe routine at least twice per day to include:
 1. All Door & Cupboard Handles
 2. Photocopier & other office equipment
 3. Toilet & Kitchen facilities & Equipment



Always maintain a safe distance from your colleagues – Take particular care in break down areas e.g. Kitchen areas. Where possible keep external teams out of the office environment

Temperature Checks

Know your temperature & ACT if you have a drastic increase

Where provided **ENSURE ALL** your teams continue to take their temperatures upon arrival

Note: We are all now becoming familiar with our own regular individual temperatures. Although we set the parameter of 38° C as an excessive temperature & people **MUST** immediately go home – Do be aware that individuals fluctuate from the norm



ENSURE where used ALL OFFICE have a daily temperature test completed prior to working in the office environment

Hygiene - Make sure YOU & ALL site visitors use the provided sanitiser when entering offices

An observation has been that people are **NOT** always using hand sanitiser when they enter offices. Please help protect everybody by sanitising correctly & ensuring **YOUR** Teams & Visitors fully follow our hygiene protocol

You **Must** wash hands or use hand sanitiser:

- When entering any office
- When entering communal areas e.g. Kitchens
- After using toilet

Check levels of sanitiser use – If your dispensers are FULL – no one is using them. = Remind your teams

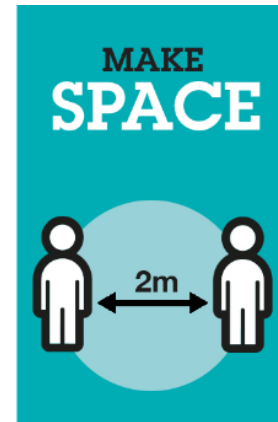
ENSURE ALL YOUR teams also have sufficient hand sanitiser in their Vans & Sites



ENSURE REGULAR CLEANING & DISINFECTING OF OFFICE AREAS CONTINUES

Behaviour Coming out of Lockdown

Even as restrictions are lifted, it is essential that everyone carries on with the good habits we have introduced that help reduce transmission:



Safe Behaviours include:

- Wash Hands frequently, for at least 20 seconds.
- Wear a face covering in enclosed environments.
- Maintain space with anyone outside your household or work bubbles.
- Meet with others outdoors where possible.
- Minimise the number of different people you meet and the duration of meetings, if possible.
- Let fresh air in.
- Download the NHS Test & Trace app.
- Get a test immediately if you have symptoms.
- Self-isolate if you have symptoms, have tested positive, or had contact with someone with COVID-19.

Nurtures Safe Distancing – Social Distancing

Nurture Social Distancing - Practice Social Distancing wherever possible

To ensure we are doing everything possible to reduce the risk of infection. Measures put in place by Nurture include;

- Maintain operative social distancing at all times, this may involve staggered start and finish times
- where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
- Dual teams to remain in the same personnel throughout (cohorting)
- Stagger break times to ensure no interaction thus reducing risk.
- Cleaning down of multi-use machinery or vehicles before transferring to another user.
- Sanitising hands at regular intervals along with machinery and vehicles using wipes provided
- Regular washing of hands for at least 20 seconds.
- Using screens or barriers to separate people from each other

If social distancing guidelines cannot be met in full, consider whether that activity needs to continue, and if so, take all mitigating actions to reduce risk.

HM Government

NHS

Act like you've got it.
Don't accidentally spread coronavirus.



Around 1 in 3 people with COVID-19 don't have any symptoms, but can still pass it on. And now there is a new strain of the virus which spreads even faster.



[Staying alert and safe \(social distancing\) - GOV UK.htm](https://www.gov.uk/guidance/staying-alert-and-safe-social-distancing)

Self-isolate if you have COVID-19 symptoms or a positive COVID-19 test result

We must ensure our teams Self-isolate immediately if:

- They develop symptoms of COVID-19 – they should self-isolate at home while they arrange and wait for the results of their test
- They test positive for COVID-19
- They live with someone who has tested positive for COVID-19 or who has symptoms and is waiting for their test result - the isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms), and the next 10 full days
- you are a contact of a person who has tested positive for COVID-19 who is not from your household - your isolation period includes the date of your last contact with them and the next 10 full days



How long do you need to self-isolate for?

- 10 days** If you have symptoms or a positive test
- 14 days** If someone in your household has symptoms
- 14 days** If you arrive back in the UK from abroad*
*Excluding exempt countries

Book your test now by calling 119 or visit www.nhs/coronavirus

The isolation period includes the day symptoms started (or the day their test was taken if they do not have symptoms), and the next 10 full days.

Self-isolation means you must stay at home at all times and not have contact with other people, except in very limited circumstances, for example to seek medical assistance.

You may have to ask others to do your shopping, and you may have to make alternative plans if you are currently supporting a vulnerable person.

Do not invite visitors to your home or garden.

Symptoms of Covid 19 Virus

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

The Main symptoms of Coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



Note: We have recently had a couple of cases reported to us from a couple of your colleagues who tested positive for Covid 19 & that initially **didn't have the classic Covid symptoms** and initially didn't realize they had the virus before the classic symptoms developed later

- Sore throat
- Severe Headache
- Fatigue

If any of your team members develop any symptom that could be linked to Coronavirus we need to ensure that self-isolate until tested.



We Need to take **ACTION** - asap after any symptoms shown - **Better Safe Than Sorry**

Remember around 30% of all people infected show **NO** symptoms whatsoever - It is important we follow **Social Distancing** – and fully follow **Wash – Face – Space**

Fix Your Bike Scheme

Cyclists in England can once more get their hands on free 'Fix Your Bike' vouchers worth £50 as the Government has today released a third tranche under the scheme. The Government has warned there are only 150,000 vouchers available this time round, so only get a voucher if you really need it and will use it.

To use the scheme you simply need to:

- Apply for a free voucher. You can do this via the Fix Your Bike website.
- Find a Fix Your Bike voucher scheme-registered bike mechanic to repair your bike. See this list of participating bike shops and mechanics. You have 90 days to book a repair and the repair then needs to take place before 31 August 2021.
- Take your bike and voucher code to the repair business and receive up to £50 off the cost of the repair. You should be able to book an appointment online or over the phone so you can avoid making unnecessary trips in person, but check this with your chosen repairer. There's no minimum spend but you will have to pay the difference if the repairs cost more than £50.



Only one voucher can be claimed per person and you can't claim a voucher if you've done so already. Not all types of repair will be covered, so check with your mechanic first. Repairs covered include repairing or replacing tyres, tubes and wheels, for example. See our guide for more info on how the Fix Your Bike scheme works.

The scheme aims to encourage more people in England to cycle as an alternative to using cars, particularly for work and essential journeys while social distancing measures are in place during the pandemic. See our MoneySaving Tips for Cyclists for more tips on how to cut the cost of cycling.

Risk Assessments

Ensure that YOU only display the latest versions - Check your notice boards & update local risk assessments where necessary

Latest Nurture Covid 19 – Risk Assessment

Covid Risk Assessment - Reviewed 1st February 2021 – (no changes)

[RA-C25Q Dangers of catching Coronavirus \(Covid 19\) UPDATED 1st February 2021.pdf](#)

Remember that the above Risk Assessment is available to all via the work mobile library.

Main Office Assessment

[Office risk assessment reviewed 1st February 2021.docx](#)

See your regional folder for each regional office assessments: [K:\Office RA](#)

[NEXT Reviews will take place before 29th March prior to relaxation of measures in England release plan](#)

Mental Health

ITS Good to Talk

Ensure you make time for all your teams - Some of which you may not see very often.



Make that Call & communicate often with all your teams

Mental health during the Coronavirus outbreak

Don't be afraid to ask for help and advice during these difficult times

Remind your team that we operate an Employee Assistance Programme called 'LifeWorks'.

Mental Welfare Support From Lifeworks app

The APP has lots of useful information about self-care, mental health and well-being and has Covid-19 toolkit for individuals too. If employees haven't yet registered, Busy Bees that operate the platform, are re-issuing the invitation to the app, so please encourage staff to download it on their phones, its free and could be helpful to many.



Helping people in horticulture
Perennial

Perennial's helpline is operating as usual on 0800 093 8543 or visit [Perennial.org.uk](https://perennial.org.uk) to fill out the [contact form](#). The confidential helpline is currently open Monday and Wednesday, 9.30am – 5pm and Tuesday, Thursday and Friday, 9am – 5pm

