



## Covid-19 Policy

### **Policy Brief & Purpose**

This Covid-19 policy is comprised of guidance based on UK government Coronavirus & NHS Coronavirus guidance. This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules and guidelines diligently, to ensure we maintain safe workplace, mental health & wellbeing, and Health & Safety during these unique testing times.

We assure you that we will always treat your private health and personal data with utmost confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines.

This coronavirus policy applies to all contractors who provide their services to ATA couriers.

### **General Hygiene Rules**

The risk of coronavirus infections depends on many factors as per following:

- Type of contaminated surface
- Amount of virus shed from an individual
- Time the individual has spent in a particular area

Coronavirus spread from person to person through small droplets, aerosols and direct contact. Surfaces and belongings can also be contaminated with Covid 19 if someone with a Positive Covid infection has coughed or touched them.

To ensure safety of yourself you must followed the UK government guidelines to keep safe:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See Public Health England Catch it, Bin it, Kill it
- Put used tissues in the bin straight away
- Wash your hands with soap and water often & follow the 20 second hand wash rule
- Use hand sanitiser gel if soap and water are not available. See Public Health England hand washing guidance
- Try to avoid close contact with people who are unwell and keep 2 meters social distance
- Clean and disinfect frequently touched objects and surfaces
- Do not touch your eyes, nose or mouth if your hands are not clean

### **Common Covid-19 Symptoms**

If a contractor, contractor household member, member of support bubble display any of the common symptoms of Coronavirus such as but not limited to Fever, continuous cough, loss of smell or taste.



It is your responsibility as a contractor and due diligence to inform your Manager about any suspected symptoms in order to reduce the risk on spreading the coronavirus to other potential contractor at place of work as well as customer.

### **When To Self-Isolate**

You must Self-isolate immediately if you, household member, support bubble have any of the above Covid symptoms. This also implied if NHS test & trace have advised to stay home due to coming in close contact with a Covid 19 Positive case.

As per the NHS self-isolation guidelines you must:

- Self-isolate immediately
- Do not leave your home for any reason
- Do not have any visitors in your home
- Avoid contact with anyone you live with as much as possible and if you need medicine and home supplies try order online, ask family, friends, speak to your Manager or Human resources Manager for help and advice

If you get coronavirus symptoms you must self-isolate until you have been tested and received your Covid test result. To book a Covid test you must follow the link online or call NHS 111 for advice and booking Covid test if you are worried, not sure what to do. (Details to follow next)

### [How Long To Self-Isolate](#)

How long you need to self-isolate depends if you have tested Positive for Coronavirus, been in close contact with some or first day of symptoms.

### **If You Tested Positive For Covid-19**

You will need to inform your Manager you have tested Positive for Covid 19 and provide evidence of NHS Positive Covid test results.

You must self-isolate for 10 day from the date of the Covid test even if you don't have Covid symptoms, if you develop Covid symptoms during the 10-day isolation period, your 10 day isolation restarts from the day after your symptoms started as per NHS advice on self-isolation and this can be reviewed on above link "How Long To Self-Isolate".

You can stop self-isolating after 10 days if you don't have a fever in the last 48 hours. A Senior Manager will complete a Wellness check before giving approval to return to providing services. If you still have fever you must continue to self-isolate until your Fever subsides for the last 48 hours.

### **If Someone You Live With Has Tested Positive For Covid-19**

You must inform your Manager straight away along with evidence of Positive Covid test for household member and self-isolate for 10 days even if you don't have symptoms. A Senior Manager will complete a Wellness check closer to isolation end date to ensure you are fit, healthy & safe to return to providing services.



## **If Someone In Your Support Bubble Has Tested Positive For Covid-19**

You must self-isolate immediately if you have come in close contact with them in the last 48 hours before symptoms started or if they have had the Covid test.

The self-isolation period is 10 full days, close to completion of self-isolation A Senior Manager will complete a Wellness check to ensure you are fit, healthy & safe to return to providing services.

## **NHS Test & Trace Advice To Self-Isolate**

If you get a text, email or call from NHS test and trace informing you to self-isolate or get a NHS Covid-19 App notification advising to self-isolate, you must inform your Manager immediately along with any evidence and begin your isolation period.

Closer to completion of self-isolation Human Resources Manager will complete a Wellness check to ensure you are fit, healthy & safe to return to providing services.

## **Symptoms Whilst Working**

If you develop symptoms while out on road providing services you must inform your Manager immediately and stop providing services and await instructions from your Manager.

Once the parcel have either been recovered back to depot or by Manager with in safe parameters, the Contractor must head straight home and isolate for 10 days or complete a Covid test.

The Covid test results will need to be sent to Manager as evidence for audit purpose.

You could be fined if you do not stay at home and self-isolate following a Positive Covid test result or if you have been contacted by NHS test & trace

If a contractor needs clinical advice they should go to NHS 111 online or call 111, in case of an emergency you should call 999.

## **[International Travel](#)**

International travel is subject to change as per UK Government Travel advice on Coronavirus.

As of 15th February 2021, the UK Government has made some drastic changes to the international travel guidance. If and when changes are made policy will be updated accordingly to reflect changes, for more information and latest update follow link above "International Travel".

Under current UK Covid-19 restrictions as of 15 February 2021:

- You must stay home
- Must not travel including abroad unless you have a legally permitted reason to do so
- It is illegal to travel abroad for holidays and other leisure purposes



## **UK Travel Bans In Place**

As of 15 February 2021, there are 2 categories of travel ban including quarantine requirements in UK when arriving from overseas.

Before arriving in UK its Mandatory to complete Covid test within 72 hours of departing and must have a Negative Covid test to be able board the plane.

- Travel from Red list countries
- Arriving from any other country

## **Travel From Red List Countries**

As per the UK Government if you have visited any of the countries on the Red List below in the last 10 days you must quarantine in a government approved hotel for 10 days and you cannot use the Test to release scheme.

[Red List Countries](#) can be seen live using this link

[Approved Hotels](#) can be found using this link

## **Pre Book Hotel Quarantine**

You will need to book your hotel quarantine from a government approved hotel list and this can be done by using the Government booking portal for test packages. You will need to inform your Manager upon arriving in UK and method of quarantine and provide evidence of Quarantine hotel booking along with Negative Covid test, this information will be sent to a Senior Manager for approval.

Upon completion of Hotel quarantine a Senior Manager will give approval for returning to work. It is the contractor's responsibility to ensure the correct process is followed on arrival to UK, providing misleading information on completing Passenger locator form online before arriving in the UK could lead to fines of up to £10,000 or imprisonment for up to 10 years by the UK government. The same applies to if you break quarantine you could be fined up to £10,000 which will be the responsibility of the contractor to pay.

[Government booking portal for test packages](#) can be found using this link.

## **Arriving From Any Other Country**

As of 15 February 2021, the UK government set guidelines everyone arriving in the UK must quarantine for 10 full days subject to changes as and when circumstances change dependant on Covid control. Before arrival to UK you will need to complete a Passenger locator form online, including Negative Covid test within 72 hours of flight departure from destination country.

[Passenger Locator Form Link](#)



## Quarantine Requirements

You will need to pre book a Covid test package online through the government approved portal before arriving in UK.

As per the UK government guidelines the Covid test package will include:

- Day 2 Covid test
- Day 8 Covid test

Contractors will need to provide evidence of the arrival date in UK (travel itinerary), Covid test package booking and Day 2 & Day 8 Negative Covid test.

A Senior Manager will review the case and will give approval for return to providing services to ensure we meet UK guidelines and for Audit purposes.

In a situation where a Day 2 Covid test result is Negative the contractor will need to inform his Manager and provide evidence of Negative Covid test, The contractor will need to isolate for a further 10 days from Positive Covid test date.

A similar situation applies to Day 8 Covid test if Positive, contractor will need to inform the Manager and provide evidence of result and isolate for a further 10 days from Positive Covid test date. A Senior Manager will complete a Wellness check with contractor near to the completion of isolation period and approval will be given to return to work.

This policy was correct at time of being published. As you are aware the government and NHS review these guidelines on a regular basis. Any updates to government or NHS guidelines supersede this document. For the latest Covid- 19 guidelines please use the link below. If you are unsure of the correct action to take, please seek advice from a Senior Manager.

[Latest NHS Guidelines](#)

[Latest Government Guidelines](#)