

At this current time of reduced movement & therefore postponement of H&S meets in each region we have created a Compliance Bulletin that we intend to communicate every 2 weeks

Section A - Coronavirus

What Does the Tier levels mean to YOU when working for Nurture Landscapes Group

In areas that move to Tier 3 the expectation is that we **will still continue** to operate and **work from our office environments** in a **Covid Compliant Manner**

We have shown our resilience so far with the measures that we have put in place. We have an **obligation to our operational staff as a united team** to be in the office.

If you have any individual circumstances that may affect this, then we are happy to discuss however the **offices remain open we will expect you to carry out your task in the normal way.**

Tier 3 Very High Risk – Key Work Related Items to Note

- People living inside and outside of the very high alert level area **can continue to travel in and out of the areas for work.**
- People are being advised not to travel into or out of Tier 3 areas, **other than for work,** education and youth services or because of caring responsibilities.
- There is **no limit** to the group size when you are meeting or gathering for work purposes, **but workplaces should be set up to meet the COVID-secure guidelines.**

Other key NONE work requirements of Tier 3

- You are not allowed to meet socially with anybody who is not part of your household or your support bubble indoors or in certain outdoor locations.
- You cannot meet in private gardens or pub gardens, but can meet in parks, beaches, countryside or forests, as long as you are not in a group of more than six.
- Pubs and bars must close unless they are serving substantial meals - alcohol can only be served as part of a meal.

Tier 2 High Risk – Key Work Related Items to Note

- People living inside and outside of the high alert level area **can continue to travel in and out of the areas for work.**
- There is **no limit** to the group size when you are meeting or gathering for work purposes, **but workplaces should be set up to meet the COVID-secure guidelines.**

Other Key NONE work requirement of Tier 2

- You may not meet in a group of more than six people, indoors or outdoors, unless you're in a larger household or a support bubble.
- Pubs, bars and restaurants in a Tier 2 area must close by 22:00.
- you are not allowed to meet socially with people you do not live with indoors - this includes private homes, as well as pubs or restaurants.
- People in support bubbles can go on meeting as before and informal childcare may also be provided.
- You can still meet friends and family outdoors, but only in a group of up to six people.

The main differences between Tier 2 and Tier 3 mainly revolve around socializing between households and closures within hospitality and close contact environments.

Additional Precautionary Controls Introduced @ Rishton from 19th October 2020

- All office staff to stay in their zones, if you need to interact with staff from another zone either book a meeting room or arrange to meet outside the office space. Please remember to sanitize meeting rooms after use ready for the next person.
- No visitors to the office that are not directly employed, any meetings to take place off site.
- No operational staff to enter the office environment, all operatives have a mobile and can contact managers to meet outside.
- Where possible come into the office and stay "in and around" your own workstation during the working day, avoid congregating with other members of staff in communal areas.

List of Current Very High Risk Areas (Tier 3) (20th October)

Lancashire

- Blackpool
- **Blackburn with Darwen (RISHTON)**
- Burnley
- Chorley
- Fylde
- Hyndburn
- Lancaster
- Pendle
- Preston
- Ribble Valley
- Rossendale
- South Ribble
- West Lancashire
- Wyre

Liverpool City Region

- Liverpool
- Knowsley
- Wirral
- St Helens
- Sefton
- Halton



Note: These are ever changing – keep regular checks on the areas you are based & live

MANCHESTER, NOTTINGHAM, South & WEST YORKSHIRE – Keep monitoring closely

Wales Coronavirus Firebreak Lockdown

Wales last night announced a full national firebreak lockdown that will come into force @ 6.00pm on Friday 23rd October until Monday 9th November

What are the rules about working from home?

You **must** work from home **if you can**. (Note they use the word **MUST** & not should).

However, people who are **not able** to work from home, but are able to work safely in their workplaces, **can** do so, provided their workplace remains open.

Are there travel restrictions in place in Wales?

Yes. Travel is limited to essential travel only, for example, for caring responsibilities **or for work purposes where people cannot work from home**.

I live in England but work in Wales, can I still travel?

Anyone who is in Wales, whether resident or travelling here, is bound by these rules.

However, travelling to a workplace in Wales is a reasonable excuse to leave home. Similarly, people living in Wales can travel to England for work purposes where this is necessary and they cannot work from home.

Extra info - [Coronavirus firebreak frequently asked questions GOV WALES.htm](https://www.gov.uk/guidance/coronavirus-firebreak-frequently-asked-questions-wales)

Scotland – Central Belt Lockdown – Face Masks required in Communal areas

Our Kilmarnock Office sits within the Scottish Lockdown area (along with our West Calder)

The number of positive cases is increasing rapidly across Scotland, with the central belt a particular cause for concern. Greater Glasgow and Clyde, Lothian and Lanarkshire Health Board areas accounted for three-quarters of all new positive cases in the past week with a 7-day incidence rate per 100,000 of greater than 100, neighboring areas in Ayrshire and Arran and Forth Valley also show a significant increase in cases. If you live in or run a business in one of the affected areas you should follow these measures, in addition to the general restrictions which apply in Scotland.

It is anticipated that they will remain in place until 06:00 on 26 October 2020

Key Extra Requirements

- Face Coverings will have to be worn in other communal work areas like corridors. Responsibility lies with the employee but employers should help to promote them



As Kilmarnock is a shared office ALL are now wearing face coverings when NOT at Their desk / work station

Hands, Face Space

Ensure YOUR teams maintain Nurtures Social Distancing & Hygiene Procedures at all times

In all areas, make sure you remember ‘Hands. Face. Space’:

It is critical that everybody observes the following key behaviours:

HANDS - Wash your hands regularly and for 20 seconds.

FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.

SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).



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 38⁰ C as an excessive temperature & people **MUST** immediately go home – Do be aware that individuals fluctuate from the norm



My personal temperature range has been 36.2 to 36.5 degrees & IF I was to record a temp of 37.5 plus that would raise my personal awareness & concern & I would leave immediately as that would be a high temperature for me & its better safe than sorry – I certainly wouldn't want to be an office spreader

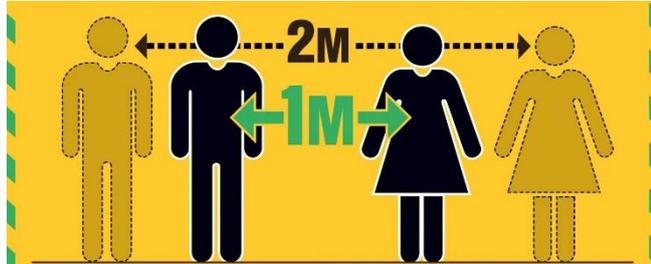
Hygiene & Social Distancing

It is paramount to controlling the virus for us to maintain our hygiene & social distancing procedures

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.

[Staying alert and safe \(social distancing\) - GOV UK.htm](#)

Cleaning & Disinfection

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

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

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.



Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

Ventilation V Warmth in office

Ventilation of office spaces has been ONE of the principal control measures used to manage Covid in the office environment.

As winter approaches we need to ensure a good balance of Ventilation v Warmth is maintained

Workplace Temperatures

During working hours the temperature in all indoor workplaces must be reasonable. There's no law for minimum or maximum working temperatures, e.g. when it's too cold or too hot to work. However, guidance suggests a minimum of **16°C** or 13°C if employees are doing physical work.

Employers must stick to health and safety at work law, including:

- keeping the temperature at a comfortable level
- providing clean and fresh air

Ventilation is just **ONE** of the control measures we can use to help prevent Covid exposure in our offices & we must maintain an adequate temperature for our office teams. People should not be expected to sit & work in coats (outdoor wear etc.)

In cold outdoor conditions enhance other control measures to avoid keeping windows all the time

- Wash hands more often & use provided hand sanitiser on a regular basis
- Increased sanitation of Desk areas, Handles, Doors etc.
- Ensure ALL complete temperature check upon arrival
- Stay within your designated work areas & maintain Social distances especially in communal areas
- Use short duration ventilation - open windows for a short period only to freshen up & replenish stagnant air



By maintaining a good ventilation / warmth ratio – It should help to keep all the office team happy & keeping us compliant with Welfare & Covid legislation

Frequently asked Questions (FAQ)

A Nurture Managers Wife was contacted by a client of hers stating that she had been tested positive for Covid 19 & that she was ringing all her contacts telling them about the incident & suggesting that she needs to Self-isolate.

Contact was about a week ago & No one in the household have shown any symptoms

Concern was raised as to whether all in household need to get a test & all self-isolate

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the guidance in this document closely.

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand-washing, and covering coughs and sneezes.

If you are a contact of a person who has tested positive for COVID-19, but you do not have symptoms, other people living with you do not need to self-isolate and should follow the general guidance.

The Workplace during Common Flu Season

The annual season of colds, flu, coughs and sniffles has begun. Public health experts are currently facing concerns regarding a second peak of the Covid-19 virus at the same time and employers will need to support national efforts to tackle this problem, while ensuring the safety of their workers — and the health of their business.

This time last year, a worker may have happily gone into work sneezing and blowing their runny nose because they felt well enough to do their job. **This same situation, this year, is likely to be extremely anxiety-provoking for fellow workers and customers, who probably won't be reassured that the three key symptoms of Covid-19 are absent.**

Flu Jabs

Note that the NHS flu immunisation programme this year has been significantly expanded to offering the free vaccine to 50 to 64-year-olds.

This group, however, will be invited to have the vaccine later in the season with over 65s, pregnant women, health and social care staff and those in clinical risk groups among those prioritised.

The NHS says Common flu symptoms come on very quickly and can include:

- a sudden fever — a temperature of 38°C or above
- headache and / or an aching body
- feeling tired or exhausted
- a dry cough, a sore throat
- difficulty sleeping
- loss of appetite
- diarrhoea or tummy pain
- Feeling sick and being sick.

Telling the difference between a cold and the flu can be tricky, but the NHS points out that the flu:

- tends to appear quickly within a few hours
- affects more than just your nose and throat
- Makes you feel exhausted and too unwell to carry on as normal.

In contrast, a cold:

- appears gradually
- affects mainly your nose and throat
- Makes you feel unwell, but generally sufferers feel well enough to carry on as normal (e.g. to do their work).

This winter, the concern for workers, employers and public health experts alike will be whether symptoms could indicate the coronavirus, since clearly many symptoms for colds, flu and Covid-19 are common.

According to the NHS, three key symptoms to be aware of in the case of the coronavirus are:

- **a high temperature** — this means you feel hot to touch on your chest or back (you do not necessarily need to measure your temperature)
- **a new, continuous cough** — this means coughing a lot for more than an hour, or three 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** — you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus, the NHS notes, have at least one of these symptoms.

The NHS says, "If you have a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste, it could be Covid-19".

The NHS advises that if workers have any of the main symptoms of Covid-19, they should get a test as soon as possible and stay at home until they get the result.

Anyone the worker lives with, and anyone in their support bubble, must also stay at home until the result is received

Guidance for households with possible or confirmed Covid 19 virus

1. If you have COVID-19 symptoms or have received a positive test result

Stay at home and begin to self-isolate for 10 days from when your symptoms start. Arrange to have a test for COVID-19 if you have not already had one. The result of the test will determine how long you must stay at home and self-isolate.

Stay at home while you are waiting for a home test kit or a test site appointment.

A positive test result means you must complete a 10-day isolation period.

If your test is negative, you can stop self-isolating as long as you are well.

If you do not have symptoms but have tested positive for COVID-19, stay at home and self-isolate for 10 days from the day the test was taken. If you develop symptoms after your test, restart your 10-day isolation period from the day the symptoms start.

Stay as far away from other members of your household as possible, especially if they are [clinically extremely vulnerable](#). Avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat.

2. If you live in the same household as someone with COVID-19

Stay at home for 14 days. The 14-day period starts from the day the first person in your house develop symptoms or, if they do not have symptoms, from the day their test was taken.

If you do not have symptoms of COVID-19 yourself you do not need a test. Only arrange a test if you develop COVID-19 symptoms.

If you develop symptoms and your test result is positive, follow the same advice for people with COVID-19 to stay at home and self-isolate for 10 days from when your symptoms started, regardless of where you are in your 14-day period.

3. If you have a negative COVID-19 test result

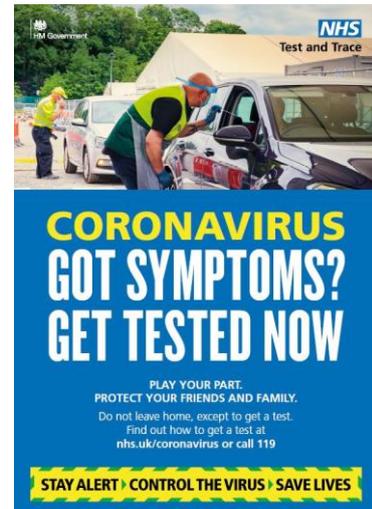
A negative result means the test did not find COVID-19 at the time the test was taken.

If you have a negative test result, you can stop isolating as long as:

- you are well
- no-one else in your household has symptoms
- if anyone else in your household has symptoms they have also received a negative test result
- you have not been advised to self-isolate by [NHS Test and Trace](#)
- you have not [arrived into the UK from a non-exempt country](#) within the last 14 days

Anyone in your household who is isolating because of your symptoms can also stop isolating.

If your test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms.



Wearing a Face Mask Do's & Don'ts



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 - updated 14th Oct

[RA-C25M Dangers of catching Coronavirus \(Covid 19\) UPDATED 14th October 2020.pdf](#)

Main Office Assessment - [Office risk assessment reviewed 14th Oct 20.docx](#)

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

New Countries added to requiring a period of Quarantine

The following have been **REMOVED** from the exempt list for arrivals from 4am Sunday 18th October 2020.

- **Italy, San Merino & Vatican City**

Then they will now need to **HAVE** a period of quarantine upon their return to the UK & therefore will not be able to attend the workplace

The following have been **ADDED** to the exempt list for arrivals

- **Crete, Lesvos, Santorini, Serifos and Zakyntos**

You will **NO LONGER** need to have a period of quarantine upon return to the UK & therefore **YOU WILL** be able to attend the workplace immediately upon your return

Full list of countries that are exempt from the quarantine requirement are found below

[Travel-corridor-list](#)

Good Practice Solutions

<p>Mental health during the Coronavirus outbreak</p> <p>Don't be afraid to ask for help and advice during these difficult times</p>	<p>Remind your team that we operate an Employee Assistance Programme called 'LifeWorks'.</p> <p>Mental Welfare Support From Lifeworks app</p> <p>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.</p>
 <p>Helping people in horticulture Perennial</p>	<p>Perennial's helpline is operating as usual on 0800 093 8543 or visit 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</p>