

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 each Tuesday

## Section A - Coronavirus

### Covid Update

We have had a couple of new examples last week where team members have required a test as they live with others or have had close contact with someone.

**It's NOT gone away yet so Do NOT get complacent ensure YOUR teams maintain Nurtures Social Distancing & Hygiene Procedures at all times**

**The MAIN symptoms of the virus – if any of these symptoms observed – GET A TEST & ISOLATE IMMEDIATELY**

#### 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



If not already done Refresh Your Office / Depot Information Posters by displaying 2 posters on link below in a prominent position.

[Posters Aug 20 living safely.pdf](#)



## Risk Assessments

Companywide documents have been reviewed & updated

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

## Latest Nurture Covid 19 – Risk Assessment

Covid Risk Assessment - updated 7<sup>th</sup> Sept

[RA-C25L Dangers of catching Coronavirus \(Covid 19\) UPDATED 7th Sept 2020.docx](#)

**Now is the time to look at relaxing some of our Head Office Risk Assessment Controls**

**But remember ALL Social Distancing & Hygiene processes remain the same**

At this stage we have relaxed the following control measures

Visitors NOT encouraged to visit offices

Keep and use same tea, coffee or glass cup and plate each day. No making tea/coffee for others.  
No loose food storage in fridges – limited to single lunch box/wrapped item for each day only.

Meeting & Gatherings

All non-essential meetings either postponed or completed via other means

NO dogs or other animals / pets to be brought to the office environment

**We have added where possible to following control**

**Where possible** avoid meetings in different regions / offices - Use Microsoft Team to complete meetings where required

Main Office Assessment - [Office risk assessment reviewed 8th Sept 20.docx](#)

Where **NOT** in a lockdown area - Review **YOUR** own Regional Office Risk Assessments

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

## How to manage a Covid outbreak in the office - **NEW**

**WE** have put together a guideline document to ensure all fully aware of any procedures required to be followed in case of an outbreak

### Contents

- **Main Symptoms of Covid 19**
- **Employee Self Isolation Requirements**
- **Employee Showing Symptoms**
- **Alerting Close Contacts**
- **Dealing with confirmed cases of Covid 19 in the workplace**
- **If a test is negative**
- **Workers asked to self-isolate because they are a close contact**
- **Multiple cases in the workplace**
- **Cleaning the workplace**
- **Dealing with Waste**



**TAKING ACTION AGAINST  
CORONAVIRUS**

[Managing a confirmed Covid Outbreak in Office.docx](#)

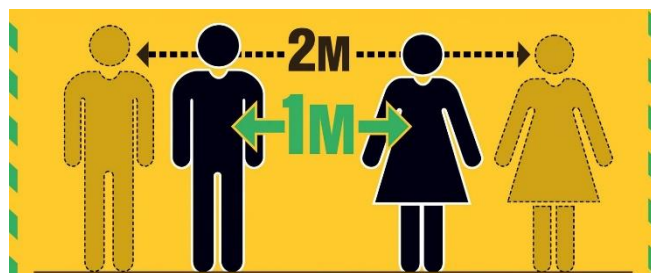
## Hygiene & Social Distancing

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](#)

## Covid 19 – FAQ (Frequently asked Questions) that were asked last week

I have a gardener who lives with someone with a positive Covid test  
If his test is negative can he come back to work immediately

**NO** if you are isolating because you live with someone who has symptoms, you must continue to isolate for 14 days even if you receive a negative test. You may only end isolation early if the person with symptoms in your household receives a negative test.

I have a gardener who is going to Lanzarote on Monday.  
If he gets a test upon his return & is negative - can he return to work immediately when he returns next week

**NO** Lanzarote is a Spanish Island and currently it is a requirement for ALL returning people to the UK for 14 days from the point of his return – A test does **NOT** replace this requirement

Full list of exempt countries who do not need self-isolation are listed on link below

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

**NOTE – This is constantly changing and you must abide by the requirement at the point of return & not what the rules are when you leave the UK**

We are a team of 7.  
Can we go back to having our breaks at the same time

**NO** Social Distancing is still paramount to us protecting each other from infection.  
Ensure where possible we stagger breaks to minimise direct contact with each other & helping to always main social distancing distance of 2m

Caerphilly has just announced its in lockdown & we have an employee who lives in Caerphilly  
Can he come to Work

**YES** People living inside and outside of these areas can continue to travel in and out for work. As long as all our Covid control measures are implemented then its ok to carry on servicing our sites

## New Countries added to requiring a period of Quarantine

The following have been removed from the exempt list for arrivals from 4am Saturday 29<sup>th</sup> August 2020.

- **Czech Republic**
- **Jamaica**
- **Switzerland**
- **Greece (Scotland only)**

**In England the following Greek Islands are also being removed from the exemption list**

Crete, Lesvos, Mykonos, Santorini, Serifos, Tinos and Zakynthos to be removed from the travel corridor list at 4am Wednesday 9 September 2020.

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

**However you can now travel to & from Cuba without the need to quarantine on your return**

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

[Travel-corridor-list](#)

## Good Practice Solutions

### 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](http://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.**

**Sharing best practice is very important companywide & if any of you have suppliers of vital equipment or you have introduced good processes forward information to [Robin.Jackson@nurturelandscapes.co.uk](mailto:Robin.Jackson@nurturelandscapes.co.uk) which we will include details of in the next bulletin.**

**The next Compliance bulletin will be Tuesday 15<sup>th</sup> September 2020**