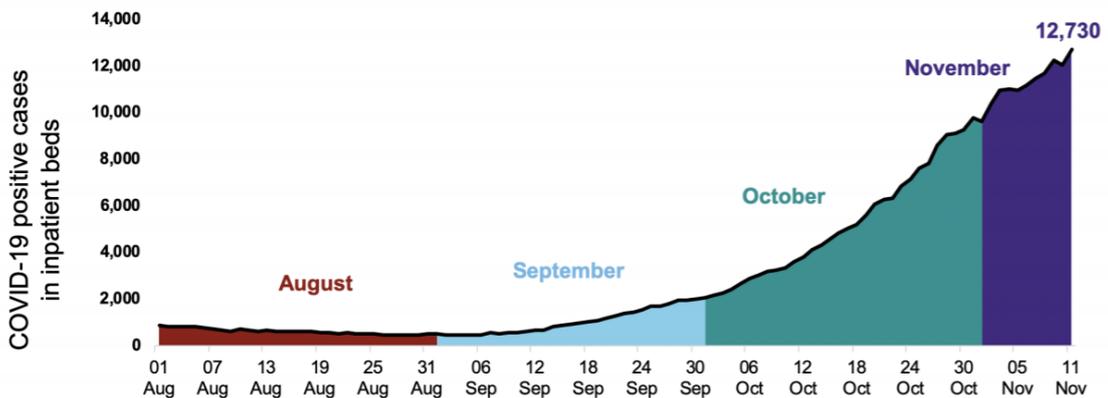


At this current time of reduced movement & therefore postponement of H&S meets in each region we have created a Compliance Bulletin that we intend to communicate every 2 weeks

Section A - Coronavirus

Hospital Inpatients continues to RISE

COVID-19 hospital inpatients in England



We are already 2 weeks into the English National Restrictions – Ends 2nd December

Hands Face Space

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



Remember - 'Hands. Face. Space':

Full guidance

[New National Restrictions from 5 November - GOV.UK.html](https://www.gov.uk/new-national-restrictions)

Nurture Group Requirements

Working from home – you will be able to work from home during this period of lockdown as long as you have the necessary equipment and can work effectively.

If you plan to work from home you need to get permission from your line manager and ensure that you have all the necessary IT equipment and broadband connection to do so.

For example – if you do not have broadband at home or the connection is so poor that you cannot log onto the VPN then you will need to work from the office.

If you cannot work effectively from home, or you do not want to, you will be welcome to come into your office which will be open for business as usual.

As I have mentioned in an earlier communication our outside employees will be working on site as usual and will require support from their managers and operations support teams.

Additional Precautionary Controls & Offices

- Unless absolutely essential Management teams will operate from a single depot / office only.
- No visitors to the office that are not directly employed, any meetings to take place off site.
- All non-essential meetings either postponed or completed via other means.
- Avoid meetings in different regions / offices - Use Microsoft Team to complete meetings where required.
- Ensure regular cleaning & disinfecting of office areas
- Maintain a safe distance from your colleagues – Take particular care in break down areas e.g. Kitchen areas
- Keep external teams out of the office environment –
- Stagger external teams arrival times to reduce effect of any infection

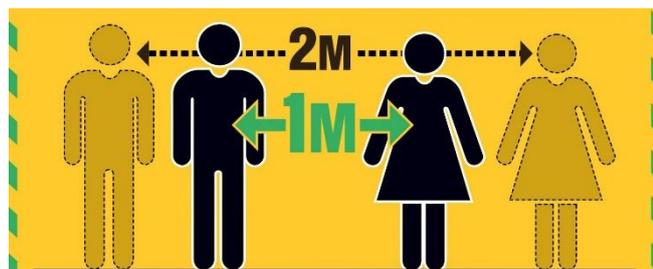
Hygiene & Social Distancing

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](#)

Social Distancing In Work Vehicles – Latest Advice (6th Nov)

Objective: To maintain social distancing wherever possible between individuals when in vehicles:

- avoid multiple occupancy vehicles where safe to do so
- vehicles should not be shared if possible
- if it is not possible to maintain social distancing guidelines inside vehicles (2m, or 1m with risk mitigation where 2m is not viable), consider additional safety measures

Steps that will usually be needed:

- Keeping the number of people in the vehicle to a minimum and as distanced within the vehicle space as possible
- single person or contactless refuelling where possible
- Sitting side-by-side not face-to-face and increasing ventilation where possible.
- Using a fixed pairing system if workers have to be in close proximity, for example in a vehicle.
- Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window.
- Ensure regular cleaning of vehicles, in particular between different users.



Letter to Construction Industry

Letter from the Secretary of State for Business, Energy and Industrial Strategy, Alok Sharma, to those working in the construction sector and its supply chain.

I want to pay tribute to you and express my admiration for all the work you are doing. Whether working on large or small construction sites, in peoples' homes across the country, in builders' merchants, designing and project managing schemes or producing construction and mineral products, you are making an invaluable contribution in supporting the economy'

Full letter below

[Letter-to-construction-sector-november-2020.pdf](#)

HSE now using trained Partners to conduct COVID checks

HSE is continuing to conduct spot checks and inspections on workplaces.

We are carrying out spot checks by calling and visiting workplaces, often unannounced, putting employers on the spot to make sure they are following government guidelines on being COVID-secure.

In order to reach as many workplaces as possible nationally and to support the core work of our inspectors, we are **working with trained and approved partners** to deliver the spot check calls and visits.



Officers that visit premises **will be carrying identification from their**

business and a letter of authorisation from HSE. If you wish to verify who it is calling you or the officer at your door is working for HSE, please call 0300 790 6896.

HSE is supporting businesses proving advice and guidance on how to manage the risks posed by the virus in the workplace. Most of the checks HSE undertakes indicate that businesses are making workplace adjustments in line with the recommended COVID-secure guidance.

Track n Trace Scammers

People are being warned to be wary of scammers pretending to be from NHS Covid-19 contact tracing services.

Fraudsters are pretending to be from NHS contact tracing services to con people into handing over money and personal details.

Contact tracing works by asking people who have tested positive for the virus to share the details of others who they have recently been in contact with. But this is exactly the kind of information criminals want in order to trick people out of their money, making the service an ideal target for scammers to hijack.



NHS contact tracing services will never ask you to pay up front for a coronavirus test – the service is completely free for everyone

IF You've tested positive for the virus

If you test positive for the virus, you'll be contacted within 72 hours of taking the test.

Genuine texts, calls or emails from the NHS service **won't ask you for any personal details upfront.**

You'll be given a **unique ID number to log in** to the NHS England Test and Trace website.

The only official web address for the NHS Test and Trace service is: <https://contact-tracing.phe.gov.uk/>

If you're in Scotland, Wales or Northern Ireland, all NHS contact tracing is currently being carried out over the phone

You've been in contact with someone else who has tested positive for the virus

The NHS will also contact you if someone else who has tested positive for the virus has been in close contact with you. You'll be asked to self-isolate for 14 days.

You'll be given advice on how to do this, what symptoms you should look out for and what to do if you develop the illness.

You won't be asked for any other personal details or payment information in this kind of call or message. And, crucially, you **won't be asked to pass on the details of anyone** you've been in contact with either.



This is because unless you have tested positive or developed symptoms, there is no need to notify anyone you've been in touch with at this stage.

It's a **Red flag** if you're asked to hand over this information to a caller or by replying to a message.

If you've downloaded one of the NHS contract tracing apps, you may also get a notification on your smartphone if you have recently been near others who have tested positive

Check the caller or sender's details

The NHS Test and Trace service will only contact you by phone, text message or email.

Contact tracing callers may leave an answerphone message to let you know they've tried to get in touch.

You don't need to call them back and they won't leave a number to return the call – they will try to call you again later.

Calls will come from 0300 013 5000, however there's still a risk of this number being spoofed.

Calls from any other numbers, or from a withheld number, should be treated with caution.

However, the Department of Health and Social Care said that there is a chance some Test and Trace calls may display as a local area number.

Under 18s will be asked for a parent or guardian's permission before continuing with a Test and Trace call.

Text messages will come from 'NHStracing' which is a protected sender ID.

False Contact made on a Managers Wife

One of our Managers' wife received a track n trace notification that she needed to self-isolate via TEXT Upon checking the name the text stated as the person required to self-isolate was **NOT** her **NAME**

She contacted Track n Trace who confirmed this was a false notification & there was **NO** need to self-isolate

Action

If Contacted ensure **YOU** check **FULL** details in regard to the contact

- Is the Name Correct
- Was it an contact that **YOU** actually made

This Week's Frequently asked Questions (FAQ)

A Manager received a text from track n Trace stating he had been in close contact with a COVID infected Person. His family situation means he had access to a COVID test

The manager's question was **'If the test comes back negative Can I stop Self Isolating immediately & return to work?**

NO – Even if it comes back negative you are required to self-isolate for 14 days from the time of exposure.

What to do when you get your test result

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

- keep self-isolating for the rest of the 14 days from when you were last in contact with the person who has coronavirus – **as you could get symptoms after being tested**

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 16th Nov

[RA-C25N Dangers of catching Coronavirus \(Covid 19\) UPDATED 16th November 2020.pdf](#)

Main Office Assessment

Added Hazard of coldness & requirement to maintain an office temperature of 16° C

- [Office risk assessment reviewed 16th Nov 20.docx](#)

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

New Countries added to requiring a period of Quarantine

Although Social travel is banned in this period of lockdown others maybe still returning into UK, you should check the current [travel corridor](#) list to see whether you need to isolate for 14 days.

The following have been **REMOVED** from the exempt list for arrivals from 4am Sunday 14th November 2020.

- Greece, except the islands of Corfu, Crete, Kos, Rhodes and Zakynthos

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 return from without the need to quarantine on your return

- Bahrain
- Cambodia
- Chile
- Iceland
- Laos
- Qatar
- UAE
- Turks & Caicos Islands

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 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

Christmas Debt

Reach out for help with debt - speak to Perennial's Debt Advice Team for free on 0800 093 8546

*** People in horticulture are facing growing financial challenges - the need for free debt advice has never been greater ***

Perennial, the charity for people in horticulture, is encouraging those working in the sector to get help with debt before Christmas by calling their expert Debt Advice team. For those finding it difficult to pay their bills or who have money worries, Perennial's free Debt Advice service is available on 0800 093 8546.



Print & Place this POSTER on Notice Boards

[Perennial Debt Poster November 2020.pdf](#)