

COVID – 19 Advice for All Danny Sullivan Group Staff

Dear All,

During these unprecedented times the Health & Safety of all our staff their families, friends, colleagues is paramount. We are doing our best to keep everyone healthy and safe in the workplace.

This would not be possible without all your collaboration, dedication, professionalism and commitment to the Danny Sullivan Group.

We will be closely monitoring the situation. We aim to continue to send email communication out to our employees to keep them informed.

If you need to contact a member of staff, please use the numbers below for your Operations Manager or contact.

Payroll@dannysullivan.co.uk

hr@dannysullivan.co.uk

enquiries@dannysullivan.co.uk

Yesterday the Government released their latest Delay Strategy techniques to tackle the COVID – 19 outbreaks.

The government has instructed that anyone with cough or fever that all the members of their household are to stay at home for 14 days. The government also advised against all unnecessary travel, mass gatherings and group meetings at social venues such as pubs, clubs, restaurants and theatres.

Government guidelines below for stay at home guidance for households with possible coronavirus.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

We all have a duty of care to ensure we protect ourselves and our colleagues, so we are asking you to read the below NHS advice as well as inform us if you feel you fall into the high risk categories.

High Risk Categories:

Early information out of China, where COVID-19 first started, shows that some people are at higher risk of getting very sick from this illness. This includes:

- Older adults (60+)
- Pregnant Women
- People who have serious chronic medical conditions like:
 - Heart disease
 - Diabetes
 - Lung disease

- Cancers

If you are at higher risk for serious illness from COVID-19 because of your age or because you have a serious long-term health problem, it is extra important for you to take actions to reduce your risk of getting sick with the virus.

Please email hr@dannysullivan.co.uk if you would like any further information or have any concerns.

The new government guidelines are advising all vulnerable people to stay at home and self-isolate to shield yourselves from the risk.

What can I do if I am high risk?

- [Stock up on supplies](#). Ask your friends or neighbours to do this for you.
- Take [everyday precautions](#) to keep space between yourself and others.
- If you do go out in public, keep away from others who are sick, limit close contact and wash your hands often.
- [Avoid crowds](#) as much as possible.
- Avoid [cruise travel](#) and non-essential air travel.
- During this COVID-19 outbreak in your community, [stay home](#) as much as possible to further reduce your risk of being exposed.

The advice for anyone in any setting is to follow these main guidelines.

1. The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 14 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 14 days, contact [NHS 111 online](#). If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. 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.

When should I call 111?

The NHS is asking people to use its 111 online service if:

- You cannot cope with your symptoms at home
- Your condition gets worse
- Your symptoms do not get better after seven days

People are asked to phone 111 only if they cannot get help online.

All PAYE employees are entitled to Statutory sick pay (SSP), in line with Government guidelines.

<https://www.gov.uk/employers-sick-pay>

Emergency legislation has been brought forward for employees who are self-isolating because of the coronavirus, they will be able to get SSP from the first day they are off work, and this was effective from 13th March.

You will be entitled to SSP if you are self-isolating because you have been advised by

- NHS 111
- official COVID-19 guidelines
- a medical professional
- your employer.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

You will be paid SSP from day one of your notification. The current SSP payment is £94.25 per week (five days).

If you are not eligible for sick pay, and you are not working because of government advice, you can apply for universal credit, please see link below.

<https://www.understandinguniversalcredit.gov.uk/coronavirus/>

Reporting Sickness

You must notify us by contacting your Operations Manager or emailing hr@dannysullivan.co.uk

To claim for the SSP you must complete a self-certification which will be sent by the Operations Team or please email HR@dannysullivan.co.uk

SSP payments can only be processed after HR has received your completed self-certification form. SSP payments will be made into your bank account the week after receipt of the form.

If your incapacity extends to more than 14 days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

As part of your duty of care you must:

- Report on any **upcoming travels outside of the UK**
- Report on any **travel that you have made to any of the Category 1 areas**



- Front Line Supervisors **must report any absences** to work to their Operations Manager or it can also be logged at hr@dannysullivan.co.uk

At this very uncertain time we ask you all to take care and look after yourselves. Please follow the guidelines which are continuously updated here:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

If you have any further queries or concerns, please contact your local Operations Team:

- Noel Burns - 07921387685
- Christopher O'Sullivan - 07841207255
- Micky Swainsbury – 07841 369 126
- Steve Turner - 07734864904
- Liam Donoghue - 07940772727
- Timmy Carey - 07734297899
- Kevin Blackstock - 07714481069
- Dean Everett - 07921056719

Or please contact us at HQ:

Telephone: [0208 961 1900](tel:02089611900) **HR Option 7 and ask to speak to HR.**

Email: hr@dannysullivan.co.uk

And lastly it is extremely important to look after your mental health during this time of uncertainty.

Details of the Employee Assistance Programme and other helplines can be found below:

Logins are as follows: www.healthassuredeap.com

USERNAME – Costain

PASSWORD – EAP

www.validium.com

USERNAME – southernshield

PASSWORD – homesafe

List of Helplines www.dannysullivan.co.uk/helplines/

Please also look at “Looking after your mental health during the Coronavirus outbreak”
<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>

Thank you for your continued support in these uncertain times.