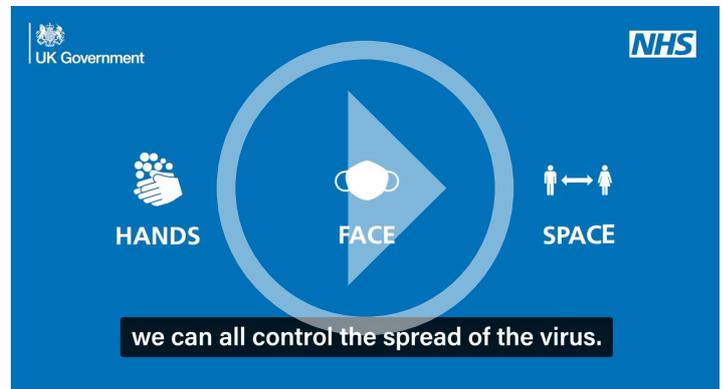


Coronavirus (COVID-19) FAQs

👉 What should I do if someone in my household has symptoms or tests positive for Coronavirus?

👉 Coronavirus out break: What I can and can't do?



👉 What can I do to stay alert and safe?

👉 Can I still meet with others outside of my household?

👉 What does the rule of six mean?

👉 What is a support bubble and who can be in it?

👉 Face coverings: when do I need to wear one?

👉 Do I need to shield?

👉 I'm worried I might have symptoms, should I get a test?

👉 Which areas have local restrictions?

 How do I make sure myself and others stay safe at work?

 Office specific  Construction specific  Retail specific

 I am/someone I know is struggling with their mental wellbeing, what can I do to help?

 Click here for Sewell Wellbeing resources 

We have a number of mental health first aiders across the business available for our people to contact, or you can call **0800 107 6147**, or visit **www.colleaguesupport.co.uk**, and enter our company support code **72135** as your username and password.

 I want to volunteer and help those who may need it, how can I do this?

 I've been told to download the NHS COVID app, where can I find out more about this?

 I have received a notification on the NHS track and Trace app about "COVID-19 exposure logging", "COVID-19 exposure notifications" or "Possible COVID-19 exposure" but when I open the app there is no information, what does this mean?

Should I work from home?

To help contain the virus, the latest government guidance is that those who can work effectively from home should do so. Anyone who cannot work from home should continue to attend their place of work where safety precautions are in place. Extra consideration should be given to those people at higher risk.

Our intention is for all our offices and sites to remain open and operating in the same way in the immediate term, with safety measures in place. If you would like to discuss your working arrangements, please get in touch with your line manager.

Can I travel abroad?

The risk is still evidently high to travel abroad, however should you wish to take that risk and leave the country, along with that comes the potential of post-holiday quarantine.

If you choose to travel abroad, we need to know at least 2 weeks prior to your holiday, including confirmation of where you are visiting and the exact dates of travel. This will then inform how we can manage your holiday period and any potential quarantine risk.

Should your holiday result in the mandatory requirement of quarantine, you will be asked to work from home as we have been over recent months. If you have work that cannot be done exclusively from home, then this is something that requires further discussion.

Our Group approach is that if working from home is not an available option, the quarantine period will unfortunately be classed as unpaid leave. Any period of quarantine will be subject to a formal return to work meeting to ascertain fitness to work.

If you would like to discuss this issue further, please get in touch with the People team.

What if I hear about someone with Coronavirus?

On receiving a report of either a suspected or confirmed case of Coronavirus in our teams or on our premises please follow this procedure:

1. Call your line manager and share as much detail as possible.
 - Please do not email as it reduces our ability to take quick precautionary measures.
2. Email as much detail as possible to: **talktous@sewell-group.co.uk**
 - Please include a mobile number so we can contact you for more information.
 - We will use information collected from you to determine our next steps on a case by case basis.

What do I need to be aware of disclosing from a brand point of view?

This will help to ensure that we are not associated with any external conversations in a negative manner and that we respect our team's right to their health being treated as confidential.

Our usual brand management processes will be applicable to anything Coronavirus related, as such we'd ask you to report any issues or crises through the usual channels.

If you are unsure of what to say to anyone, then please say nothing and instead raise a question with your line manager or email **talktous@sewell-group.co.uk**

Can I go to meetings or travel to different sites?

While work travel is not restricted, we advise that contact with others is kept to a minimum and where possible meetings should be conducted via telephone or through video communication platforms such as Zoom or Microsoft Teams to minimize the risk.

I have a question which isn't answered here, who can I talk to?

If you have a question that we've not answered, please speak to your line manager or get in touch with us confidentially on **talktous@sewell-group.co.uk**.

For more information on the government guidance, please visit:

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