

COVID-19 INFORMATION AND GUIDANCE – 5th November 2020

Question	Answer
<p>What do I do if I develop symptoms or been in close contact with someone with symptoms or confirmed case of COVID-19</p>	<p>Stay home and contact your line manager.</p> <p>Employees who have symptoms or have been in close contact with someone with symptoms or a confirmed case of COVID-19, should follow government advice and take the decision to self-isolate. This will be treated as sickness. Do not go to a GP surgery, pharmacy or hospital. Please follow the link for more detailed information.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>
<p>What do I do if I receive a notification from the NHS track and trace app that I am required to self-isolate?</p>	<p>If you have been told you need to self-isolate, here is the process you need to follow:</p> <ol style="list-style-type: none"> 1. Notify your line manager that you need to self-isolate and the reasons. 2. Download evidence of the requirement to self-isolate (this can be downloaded through the NHS Track and trace app) 3. Provide manager with evidence of requirement to self-isolate 4. Manager notifies the covid-19@colas.co.uk email address 5. If you develop symptoms you will need to arrange a COVID-19 test (see arranging the section below regarding how to arrange a COVID test) 6. If you have been tested notify your line manager and the NHS trace and trace app 7. Line manager notifies covid-19@colas.co.uk of results <p>NB: If a COVID-19 case has been confirmed, contact tracing will be used to determine which other people came into contact with the confirmed case and they will be required to self-isolate in accordance with Government advice.</p> <ol style="list-style-type: none"> 8. Manager notifies covid-19@colas.co.uk when employee returns to work 9. Timesheets are adjusted accordingly (see below re pay treatment during self-isolation) 10. HR records your absence on the secure central database
<p>What is the pay treatment for those employees self-isolating?</p>	<p>Employees will receive their contractual sick pay arrangements. For those eligible for statutory sick pay (SSP), further to the recent government announcement, this will be paid from day 1 of the sickness absence if it is related to COVID-19. Normal sickness absence procedures must apply.</p>

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<p>Do I have to self-isolate when I return from abroad</p>	<p>If you plan to holiday abroad, it is important that you check the list of countries that are exempt from self-isolating rules. If you plan to visit any country that is not included on the list, this means that you will have to self-isolate for 14 days. Visit this link for the most up to date list of exempt countries.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p>
<p>What happens if I have to self-isolate when returning from abroad if I have gone against Government advice and travelled to a country that is not on the exempt countries list?</p>	<p>Where self-isolation rules apply due to returning from a restricted country and you can work from home, then you should do this for the 14-day self-isolation period.</p> <p>If you are unable to work from home, you will be required to take an additional 2 weeks' annual leave if you have sufficient entitlement remaining. If you do not have sufficient annual leave entitlement, you will be required to take authorised unpaid leave.</p> <p>If you are considering travelling abroad in the future, please be aware of this policy in preparation for your arrival back in the UK.</p>
<p>How do I get a COVID-19 test?</p>	<ol style="list-style-type: none"> 1. You should book a test through the normal channels either online, via the NHS COVID-19 app or by calling 111. 2. If you are unable to book a test via the normal channels within 48 hours, as an essential worker, Colas can refer you for a test via our employer portal. Please get in touch with your HR contact who will arrange this for you. 3. If after a further 48 hours you are still unable to obtain a COVID-19 test, Colas can arrange for a non NHS test. If booked before 1pm these can arrive the same day. Please contact your Line Manager who will need to arrange this through Shelley Davison, Head of HR.
<p>Is any additional Government financial support available to employees?</p>	<p>If an employee's salary is reduced through this process, they could be entitled to support through the UK state welfare system (universal credit, support with rent/housing allowance etc). Employees would need to check their own eligibility for this.</p> <p>From 28th September 2020, those on low incomes who are required to self-isolate may be eligible for a support payment from the Government. Further information can be found using the link below:</p> <p>Click here for more information</p>

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<p>I have been tested for COVID-19 and have had a negative result; can I come back to work?</p>	<p>If you have been notified by NHS Track and trace that you need to self-isolate, you will need to self-isolate for the full 14 days regardless of whether you received a negative test. You have an obligation to be tested if you develop symptoms, so that we can ensure anyone you may have come in contact with is notified.</p> <p>If you have <u>not</u> been notified by NHS Track and trace that you need to self-isolate and you have had a negative test result following coming into contact with a confirmed case, provided we have sight of the email which confirms that you can return to work, then you can return and do not have to continue to self-isolate for the full 14 days, providing you are feeling well and have not had a fever for at least 48 hours prior to returning to work.</p>
<p>I have an underlying condition which puts me in the “Extremely Vulnerable” category, what should I do?</p> <p>Extremely Vulnerable employees are as defined by the Government advice. A definitive list can be found using the following link:</p> <p><u>Government Guidance - Extremely Vulnerable</u></p>	<p>If you’re clinically extremely vulnerable you were advised to take extra precautions during the peak of the pandemic in England. This is known as ‘shielding’.</p> <p>The government is advising that you do not need to shield at the moment.</p> <p>There is specific guidance on what will happen if there is a local lockdown in your area. This guidance is government advice and it’s your personal choice whether to follow it.</p> <p>Click here for more information</p>
<p>What is the pay treatment of those employees asked to stay away from the work place due to age or an underlying chronic health condition risks?</p>	<p>If you have been notified by the government you need to shield, upon receipt of evidence, those employees will receive their normal pay for their regular hours and earnings if they are not furloughed. Normal pay will be calculated in the same way that Average Holiday Pay is calculated. We reserve the right to review our approach as/when the situation evolves.</p>
<p>Where do I go if I have a COVID-19 query relating to my employment at Colas?</p>	<p>To ensure queries relating to COVID-19 are prioritised, all queries should be email to covid-19@colas.co.uk</p>
<p>What travel restrictions are in place?</p>	<p>As the situation is changing rapidly you are advised to visit the government site for latest updates: https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>
<p>Are external visitors permitted on our sites?</p>	<p>No external visitors shall be allowed on Colas UK or IOM sites/locations unless absolutely business critical. Non- business critical visitors should be discouraged from visiting our sites.</p> <p>ALL visitors to our sites and offices should be asked to comply with the COVID-19 site rules.</p>
<p>Am I allowed to travel to other sites?</p>	<p>All international business travel is prohibited until further notice including travel between UK and IOM/Ireland. If you are an employee from the UK who is currently in IOM or Ireland, discussions will be held with you as a matter of urgency.</p>

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Where can I find more information on the government's position?	You can access more information on the following website: https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public
What will happen in the event of a government decision of lock-down?	Contingency plans are in place and these will be communicated to you by your line management in this eventuality.
What provision is Colas making to ensure a safe return to work?	Colas depots are COVID-19 safe and has provided the necessary to PPE to all employees who are working in the office or at our sites. All employees must comply with the office and site COVID-19 rules at all times. Please watch our short video before you return to work
How can I claim for additional expenses incurred through working from home during COVID-19?	You may be able to claim tax relief for some of the bills you have to pay because you have to work at home on a regular basis. You may be eligible to receive £6 a week (£26 a month) to cover your additional costs if you have to work from home. To do this please follow the link below to complete a P87 form. https://www.gov.uk/guidance/claim-income-tax-relief-for-your-employment-expenses-p87
What is the Coronavirus Job Retention Scheme (CJRS)?	The Government launched a "Coronavirus Job Retention Scheme" to provide funds to support all employers to continue paying employees who would otherwise be put on a period of lay-off or made redundant. This scheme was due to end on 31 October however it has now been extended until March 2021 - and the new Job Support Scheme, which had been scheduled to start on Sunday 1 November, has been postponed The current position can be summarised as follows (although this is subject to change as and when we receive more guidance from the Government):- <ul style="list-style-type: none"> • Subject to any other qualifying conditions that the Government may determine from time to time, 80% of your current wages (up to a maximum of £2,500 per month, which we understand to be based on gross earnings) will be covered by the Government grant. Employer National Insurance contributions and minimum automatic enrolment employer pension contributions will be paid by Colas. • To receive the Government grant, any applicable employees must be subject to Furlough Leave (or, "furloughed"); this will involve employees agreeing to change status to that of a Furloughed Worker and agreeing to take a period of leave without undertaking any work; • Employees don't need to have been furloughed before to take part. However employees do need to have been on your employer's PAYE payroll on 30 October to be eligible. • The Government has indicated that this scheme will continue to apply for a further 1 month, but may be

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	<p>extended if necessary.</p> <ul style="list-style-type: none"> • During any such period as a Furloughed Worker you would continue to be subject to any obligations to us in your normal terms and conditions of employment, save for those relating to salary and the requirement to undertake your duties. Whilst you are classified as a Furloughed Worker you must not work during this period for any other employer; and • The position will be subject always to the rule of the Government scheme in force from time to time and any change necessary by Colas. <p>The level of the government's contribution to the payments will be reviewed in January 2021 at which point we will communicate with you further.</p>
<p>How are contractual benefits affected by the CJRS?</p>	<p>Both employee and employer Pension contributions will be maintained on full salary not on the 80% furloughed salary. We reserve the right to review this decision and any proposed changes will be communicated.</p> <p>If you are in receipt of a car allowance you will receive your full car allowance payment in addition your 80% pay. We reserve the right to review this decision and any proposed changes will be communicated.</p>
<p>What is flexible furloughing?</p>	<p>From 1 July 2020, we had the flexibility to bring previously furloughed employees back to work part-time – with the government continuing to pay 80% of wages for any of their normal hours they do not work up until the end of August.</p> <p>Employees could come back to work on any hours or shift pattern with no minimum time that employees can be furloughed for.</p> <p>Any working hours arrangement that are agreed must cover at least one week and be confirmed in writing. Employees were paid full pay for the hours worked and 80% of pay for the hours furloughed.</p>
<p>How will I be notified if I am to be classed as a furloughed worker?</p>	<p>The company will communicate by any means available. Please ensure your manager has up-to-date contact information for you, including personal email addresses if you do not have a work email address.</p>
<p>My pay varies from week to week, how is furlough pay be calculated?</p>	<p>If your pay varies, you will be paid average earnings calculated over a 12 month period. Please be advised that your average earnings does include overtime however it does not include one-off bonuses as per the Government Guidance.</p>
<p>I would like to book annual leave however, my manager has been furloughed so is unable to approve this.</p>	<p>You are still able to book annual leave if you are not furloughed. If your manager is not working and is unable to approve this request, please contact HRServices@colas.co.uk with the details of your leave request. HR will then forward the request to the next available manager in the chain for approval.</p>

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If I am furloughed, what pay will I receive for bank holidays?	Your furlough pay will be topped up to your contractual pay entitlement for Bank Holidays. To reduce the complexity of the payroll calculations any additional amounts due for the Bank Holidays in April and May 2020 will be included in payroll payments week ending June 26 th .
I am furloughed and have been asked to carry out e-learning	The rules of the Coronavirus Job Retention Scheme do allow employees to complete online training provided they are paid at least the National Living Wage/National Minimum Wage. We are monitoring pay levels to ensure we remain compliant to this. A weekly programme of e-learning has been issued to those who are furloughed, please carry out the weekly modules and return your completed journals to Jo Olsen – Talent and Development Manager.
I have received guidance on email about furloughing – does this mean I am being furloughed?	Guidance documents are being shared with everyone regardless of their furlough status to ensure maximum transparency and understanding. If Colas is seeking your consent to be furloughed you will be notified in writing individually.
Can I stop contributions to the Share Incentive Plan whilst I am furloughed?	Yes. Please complete the relevant form on Connex. If you can't access Connex please email payrollmanager@colas.co.uk with any changes.
What will happen when the Job Retention Scheme is coming to an end in December 2020?	The Government have launched a Job Support Scheme which will take effect from December 2020 to replace the CJRS.
What is the Job Support Scheme?	<p>The Job Support Scheme is designed to protect <u>viable jobs</u> in businesses who are facing lower demand over the winter months due to Covid-19. The scheme was due to open on 1 November 2020 and run for 6 months however this has been delayed to December 2020 following the extension of the CRJS.</p> <p>Further information on the scheme will be re-issued as the CRJS comes to an end.</p>
I have been notified I am classed as an “Essential Worker”. Why am I expected to work?	Directors and Management are working hard to ensure business continuity during this time. We all need to work together to ensure the business can maintain its position and to provide job security now and in the future. If you are classed as an Essential Worker then you are still able to work within the definition of the Government guidelines. We are seeking further clarity on how this definition is being applied by our clients and the UK Government.
I have been notified I am classed as an “Essential Worker”. However, I am concerned about coming into work due to the risks.	If you are required at work and have concerns over the risk of being at work, you can apply for paid annual leave (subject to management authorisation and in line with your annual leave entitlement). Alternatively, you can apply to take unpaid leave.

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<p>Do operatives have to use their personal mobile phones to log paperwork if requested?</p>	<p>During these unprecedented events, we would ask for full collaboration from all our employees. We hope colleagues see the benefit of working together to secure our long-term future during these difficult times.</p>
<p>What should employees do in relation to company vehicles that are used by multiple drivers?</p>	<p>We would ask that anyone who shares vehicles to use disinfectant wipes to clear the steering wheel, gear stick and other surfaces after each use and remind people of personal hygiene advice. Operational managers can advise further.</p>
<p>What support is offered to employees during this difficult time?</p>	<p>We encourage employees to take advantage of the Employee Assistance Programme (EAP) that is available 24 hours a day 365 days a year. To see how the Wellbeing Hub can help you visit healthassuredeap.co.uk or call 0800 389 0285.</p>
<p>What happens if my child is unable to attend school due to COVID-19 and I am unable to work due to childcare commitments?</p>	<p>If employees are able to work from home they will receive normal pay. Ability to work from home will depend on age and capability of the children and will be agreed with the employee's line manager.</p> <p>If employees are not able to work from home, they have the option to take paid annual leave or unpaid leave and this must be agreed with the line manager and recorded in the normal way.</p>
<p>What is the NHS Track and Trace app</p>	<p>The new NHS COVID-19 app is now available to download for free in England and Wales, is the fastest way to see if you're at risk from coronavirus. The faster you know, the quicker you can alert and protect your loved ones and community.</p> <p>The app has a number of tools to protect you, including contact tracing, local area alerts and venue check-in. It uses proven technology from Apple and Google, designed to protect every user's privacy. Read more about how your data and privacy is protected.</p> <p>We encourage you to download the NHS COVID-19 app today The following links will help you:</p> <p>Get help downloading the app</p> <p>Find out what the app can do</p>
<p>Where do I go if I have a general query about COVID-19?</p>	<p>The <u>Government has launched a Coronavirus Information Service on WhatsApp.</u></p> <p>The new free to use service aims to provide official, trustworthy and timely information and advice about coronavirus (COVID-19), and will further reduce the burden on NHS services.</p> <p>The GOV.UK Coronavirus Information Service is an automated 'chatbot' service which will allow the British public to get answers to the most common questions about coronavirus direct from government.</p> <p>The service will provide information on topics such as coronavirus prevention and symptoms, the latest number</p>

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	<p>of cases in the UK, advice on staying at home, travel advice and myth busting.</p> <p>To use the free GOV.UK Coronavirus Information Service on WhatsApp, simply add 07860 064422 in your phone contacts and then message the word 'hi' in a WhatsApp message to get started.</p> <p>If your question cannot be answered using this service, to ensure queries relating to COVID-19 are prioritised, all queries should be email to covid-19@colas.co.uk</p>
<p>How is the company communicating with employees throughout this time?</p>	<p>The company is communicating in any way it can. This includes personal mobile phones and personal email addresses for those without company equipment.</p> <p>You must ensure that your line manager has an up-to-date contact telephone number for you to ensure regular communication can be maintained.</p>