

COVID-19 Guidance For Workforce

Dear Colleague

The coronavirus situation is one that continues to change and at MTR Group Recruitment we are actively monitoring the government guidance, taking all necessary precautions to ensure that we are delivering to our customers, in their time of need, whilst also ensuring the well-being of our workforce.

As lockdown measures begin to ease, we want to reaffirm that your health & safety at work is extremely important to us. We will work with our customers to ensure that you will not be put at risk in the workplace.

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Staying Safe

We will be working with our customers to understand any new risk assessments or new measures being put in place specifically in relation to Covid-19. We will share any information with you as and when this arises.

Please be aware that during these times, it is very important that you follow all site health & safety rules at all times.

Each site will be different, however some examples of changes that you may see include:

- Ensuring, wherever possible, that you are at least 2m away from your colleagues
- Staggered start & finish times
- Taking breaks on your own (or maybe on a rota)
- Wearing protective gloves or masks
- Back to back or side to side working (rather than face to face)
- Working in a fixed team, with the same people
- Strict hand washing/hand sanitising procedures
- Temperature checks
- One-way systems
- Virtual meetings
- Virtual training
- Avoiding public transport wherever possible and travelling on your own or within your own work bubble (via car, bicycle or foot)

Any health & safety measures put in place have been designed to protect you. If you have any concerns about your workplace, please contact your MTRG representative.

You should continue to adhere to all social distancing rules when you are not at work. Further advice on this guidance can be found on the government website:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Symptoms:

It is important that we all avoid putting anyone at risk of contracting the virus, therefore, prior to any assignment, or starting work at MTRG, you will be asked to complete a Covid-19 health check questionnaire.

If you have any symptoms, you will not be able to start work until you have completed a period of self-isolation or have been tested with a negative result.

If you develop any of these symptoms whilst on assignment, you cannot attend work and you must contact your MTRG representative as soon as possible.

Common symptoms of Coronavirus include:

- A high temperature (hot to touch on your chest or back)
- A new continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)

Self-isolation

If you are required to self-isolate in accordance with government guidelines (currently 10 days if you have symptoms, or 10 days if someone else in the household has symptoms), you may be entitled to Statutory Sick Pay (SSP). If this happens, please speak to an MTRG representative who will provide you with further information.

Testing

Whilst working for MTRG, you are deemed to be an essential worker as you are involved in food production, therefore if you have any symptoms of Coronavirus or have been asked to self-isolate by the NHS Track & Trace service, you can be referred for a Covid-19 test. Once you have received a negative test, you will be able to resume work (subject to our client's approval).

You can book a Coronavirus Test online - [register for a test on the NHS website](#). If you have no internet access, you should call NHS 119 to arrange for a test or speak to a member of staff for further advice and guidance.

We will continue to monitor this situation daily but our number one priority during this time is the health and wellbeing of our workforce, customers and the people who rely on our services every day.

If you have any questions, or need further advice, please contact one of our representatives.

The MTR GROUP RECRUITMENT Team

Valentin Mitroi