

Internal Use Only

Coronavirus – Covid-19

I understand that this is a worrying time for everyone, with Major Events being cancelled or postponed I am working daily with the Operations team to try and keep as many of you in work as possible.

I ask all staff members to keep up to date with the NHS advice on the symptoms of Coronavirus this is their company website

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

This is a breakdown from the NHS website

Stay at home if you have coronavirus symptoms

Stay at home for 7 days if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly
Do not go to a GP surgery, pharmacy or hospital.

You do not need to contact 111 to tell them you're staying at home.

Testing for coronavirus is not needed if you're staying at home

Use the NHS 111 online coronavirus service if:

- you feel you cannot cope with your symptoms at home
- your condition gets worse
- your symptoms do not get better after 7 days

 [Use the 111 coronavirus service](#)

Only call 111 if you cannot get help online.

If you are suffering from any Mental Health Issues, please visit this website for advice and help

<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>

Or

<https://www.samaritans.org> Call 116123 for Free

Calling in Sick

Please call the **CONTROL ROOM 0800 886 383**, they will ask for your Full Name, Contact Number and reason for calling in Sick.

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If your reason for calling is because you need to Self-Isolate you will need to remain at home for 7 days and then if you still have any of the symptoms you MUST call NHS 111 – You will not be allowed to return back to work until 7 days have past and you do not have any of the symptoms.

Sick Pay

The Government have changed the way Sick Pay works, ANY Sickness that is **Related to Coronavirus – Self Isolation** or **Having the Coronavirus** its self - from the 1st day of sickness, this includes if you need to Self-Isolate. **DO NOT** go to your doctors for a Sick Note, if your reason for sickness is Self-Isolation due to Coronavirus the HR team will email you a form for you to fill in, **PLEASE return this form as quickly as possible so we can confirm if you are entitled to Statutory Sick Pay, if you are not entitled you may be able to claim Universal Credit from the Government and we need to give you a form for your claim.**

As an Owner of a Business that employs over 200 staff members and as a Husband and Dad, I do truly understand the current situation in the UK and the World is frightening, I am working hard to keep this Business going and as I have mentioned with my management team we are working on plans to keep as many people in work, in a safe and clean environment as much as we possibly can.

I ask EVERYONE at All In Black Ltd to follow the NHS guidelines, keep washing your hands and covering your face if you need to sneeze or cough.

If you have any questions please email HR@aib-group.co.uk – (Please DON'T call the main office).

Stay Safe.

Aaron
Managing Director

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Venue Guidance

Night Time Economy

Do Not Shake Hands or embrace members of the public or co workers

Wear Gloves when handling ID or carrying out searches

Do Not Touch your face unless your hands are freshly clean

Wash Hands with Soap and Water frequently

Cover your face if you are going to sneeze or cough

Cover your face if someone near you has sneezed or coughed and not covered their own face!

Where Possible - Try and keep a 1-meter distance from the person you are talking to.

Follow the Venue guidelines

If you are unsure on anything that we have asked or if the venue has



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Venue Guidance

Guarding Sites

Do Not Shake Hands or embrace members of the public or co workers

Use Anti Bac wipes and wipe down all desks and surfaces that you use in the Guardroom

When handling Paperwork from other people – Do not touch your face until your hands are freshly cleaned.

Wash Hands with Soap and Water frequently

Cover your face if you are going to sneeze or cough

Cover your face if someone near you has sneezed or coughed and not covered their own face!

Where Possible - Try and keep a 1-meter distance from the person you are talking to.

Follow the Site guidelines

If you are unsure on anything that we have asked or if the venue has asked please contact your Area Manager or Control

Wash Your Hands

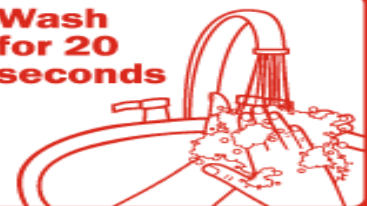
Wet hands



Apply soap



Wash for 20 seconds



Rinse well



Dry hands



Turn off tap with towel



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Venue Guidance

Mobile Patrol

Do Not Shake Hands or embrace members of the public or co workers

Use Anti Bac wipes and wipe down all surfaces in the vehicle, steering Wheel, Indicators, Gear Stick, Hand Brake, Internal Handles

When handling Paperwork from other's – Do not touch your face until your hands are freshly cleaned.

Wash Hands with Soap and Water frequently where possible.

Cover your face if you are going to sneeze or cough

Cover your face if someone near you has sneezed or coughed and not covered their own face!

Where Possible - Try and keep a 1-meter distance from the person you are talking to.

Follow the Venue / Site guidelines

If you are unsure on anything that we have asked or if the venue has asked please contact your Area Manager or Control

