

## COVID 19 Daily Brief: 30<sup>th</sup> October

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In today's brief

- PPN04:20 Update
- Holiday Update

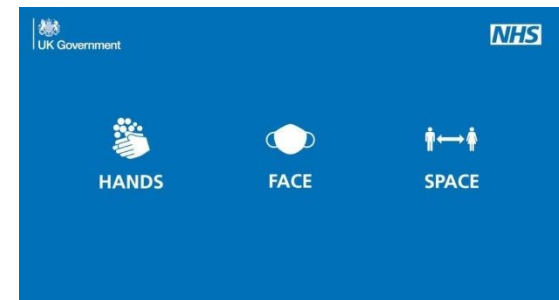
## PPN04:20 Update

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As advised in the daily briefs, the current relief payments under PPN04:20 cease from Sunday 1 November 2020, where we revert back to the provisions of the separate working rule agreements (CIJC & NAECI) for SSP & Welplan , or staff arrangements by contract.

All personnel are reminded that in accordance with our C19 arrangements, you must on a daily basis:

- Certify that you are Covid free & fit to attend work
- Report any symptoms immediately (new continuous cough, loss of taste or smell, increase in temperature).
- Adhere to the C19 arrangements (face, hands, space)
- Adhere to test track & trace requirements
- Follow the Covid regulations for T1, T2 & T3 areas



## Holidays - reminder

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Please remember that all holidays must be used by year end, except where permission has been granted to carry 5 days of 2020 entitlement over to Friday 9 April 2020 (form available online at [www.one-aim.co.uk](http://www.one-aim.co.uk))

Any holidays bought under the holiday purchase scheme must also be used by year end, these cannot be carried over.

Xmas stand down for our site based team is Friday 18 December to Monday 4 January 2021 (7 days required).

Personnel wishing to take an extended Xmas break in December, must discuss this with their line manager, approval is not guaranteed as resource levels appropriate to site requirements must be maintained.

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