

Daily Brief 29th July

In today's brief:

- Use of Company Vehicles – Reminder
- Mandatory Quarantine: Returning from Spain
- Reminder: Availability for Work

Travelling in Works Vehicles

As a reminder:

- No personnel can travel in a OneAIM vehicle with others, unless they have had an instruction to do so by the Fleet Coordinator.
- Selection of vehicle, occupancy & seating arrangements is an agreed control measure, to ensure we have control on seating, worker bubble selection, cleaning and potential Covid-19 Track and Trace requirements.

All travel using multiple occupancy i.e. minibus etc also mandates that a face covering is worn. The driver is responsible for ensuring that face coverings are worn when embarking the vehicle prior to setting off.

Passengers must not attempt to change or select which van they travel in. Seating and travel arrangements will be identified by the Fleet coordinator. Suggestions for improvement can be raised via an observation card, or by speaking to their line manager

Supervisors and line managers are to cascade the Contract Brief issued today to their teams at the earliest opportunity.

C19 – Holiday Planning & PPN04

Further to the update provided in yesterdays brief, please see the MoC notice issued earlier today:

Management of Contractors Department Notifications

Please see below information communicated via the Sellafield Ltd Portal;

Employees visiting Spain

For any employees who were, or are, visiting Spain at the point of the quarantine requirement (Sunday 26th July 2020), the 14 days quarantine should be treated in the same way as a self-isolation.

For further information please visit the GOV.UK website at - <https://www.gov.uk/foreign-travel-advice/spain>

All personnel should seek independent advice prior to booking, or for any bookings currently pending with the respective travel / insurance provider.

Availability for Work

Under PPN04/20 all personnel are required to be available for work and remain contactable during normal working hours.

Where personnel cannot be contacted, or do not attend the workplace per the worklist restart arrangement then they will be registered as absent without permission until contact is re-established.

Please ensure that your current contact details remain updated with the payroll department and your line manager.

Thank you.
