Government COVID-19 Announcements
Coronavirus: New regulations come into force

The regulations were published by the NI Executive on Saturday.

They include the ability to force businesses to shut and crack down on people who leave their homes without a “reasonable excuse“.

Penalties, ranging from fixed penalty notices to fines of up to £5,000, are being introduced as enforcement.

The maximum fine will be reserved for businesses but people could face a maximum fine of £960 if they do not comply.

Off licences have also been added to the list of essential businesses and can now stay open.

COVID-19 Media News
Dedicated Northern Ireland Covid-19 app launched

The Department of Health Northern Ireland has launched a new Covid-19 NI information app.

The new app is dedicated to providing people across Northern Ireland with immediate advice and links to vital trusted information, as the situation with the pandemic evolves we will keep the app up to date.

Follow us on Twitter @healthdpt


COVIDMedBot - 90 Second Interactive Assessments

The COVIDMedBot provides personalised risk assessment and guidelines, in line with the HSE recommendations and leveraging advice from the WHO and the Centres for Disease Control and Prevention (CDC), regarding the virus.

Members of the public can complete the assessment online, for free, in just 90 seconds. To facilitate sequential consults in a rapidly evolving clinical situation, users can repeat the assessment as often as they wish. The bot is dynamically updated based on an individual’s specific responses.

Use COVIDMedBot: https://www.akkure4covid.com/

Read full article from source: https://www.techcentral.ie/covidmedbot-gives-90-second-interactive-assessments-through-the-browser/
COVID-19 Statistics
Public Health England

Total UK Cases COVID-19 as 07/04/2020

**UK Cumulative Totals**

- **55,242 cases**
  - England: 45,968 (5655)
  - Scotland: 4,229 (222)
  - Wales: 3,790 (212)
  - N. Ireland: 1,255 (70)

**6,159 deaths**

**UK Daily Totals**

- **3,634 cases**
  - England: 669 (30)
  - Scotland: 63 (1)
  - Wales: 77 (7)
  - N. Ireland: 22 (2)

**786 deaths**
COVID-19 Pandemic
Unemployment Payment
COVID-19 Pandemic Unemployment Payment

The Coronavirus Unemployment Payment is set to rise to €350 per week and that the Government are to pay 70pc of retained workers’ salaries.

The COVID-19 Pandemic Unemployment Payment is paid at a flat rate of €350 per week for the duration of the coronavirus pandemic. It was originally set at a rate of €203. This was increased on March 24.

*There is no payment for dependants.*

If you were awarded the original rate of €203, your next payment will be paid at the increased rate. It is paid every Tuesday into a bank account in the State.

This news if officially confirmed later today will ease the pain for a lot of affected workers and business owners across the country.

They also mention that in a significant new move the Government will also pay 70pc of employee wages up to €410 per week for businesses who are willing to meet the remainder of their staff’s weekly payment.
Information for Employees and the Franchisees

If you have been diagnosed with COVID-19, or are medically certified to self-isolate as a result of COVID-19, you can apply for Illness Benefit for COVID-19 absences paid at a rate of €305 per week. This is available to employees and the self-employed.


Changes to Covid-19 payment

Changes to the Covid-19 payment for anyone made unemployed because of the crisis could come as soon as next week, Minster for Social Protection Regina Doherty has said.

While not giving details of the scheme, Doherty said that the Covid-19 payment “was genuinely made in the fullness that we would get people onto the right scheme in a matter of weeks. It was only an emergency payment to make sure you could put food on your table”.

Operations & Services
Processes & Procedures
FTA Ireland: Freight Transport Association of Ireland

We have reached out to the FTAI here in Ireland regarding to our status as ‘key workers’, however their website makes the following statement that we’d like to share with you:

“The Government is committed to keeping the economy open for business and the restrictions announced yesterday are an attempt to reduce, delay and stagger the impact of the virus, all the while balancing public health considerations with economic concerns around protecting jobs and livelihoods. Government is clear that the continued movement of goods and people (with appropriate restrictions) is an essential part of the overall national response”

“FTAI is urging all businesses within the supply chain to work cohesively and constructively together to protect the welfare of the industry’s employees, subcontractors and drivers. This will help to ensure that businesses can continue to supply the goods and services the country relies upon.”

Extract taken from https://www.ftai.ie/covid-19, 20.03.2020
Essential Service Providers

Essential service providers under new public health guidelines

The government has decided that everyone should stay at home until 12 April 2020, except for the following situations:

» to travel to and from work, or for purposes of work, only where the work is an essential health, social care or other essential service and cannot be done from home
» to shop for essential food, beverage and household goods or collect a meal
» to attend medical appointments and collect medicines and other health products
» for vital family reasons, such as providing care to children, elderly or vulnerable people
» to take brief individual physical exercise within 2 kilometres of your home, which may include children from your household, as long as you adhere to strict 2 metre physical distancing
» for farming purposes, that is food production or care of animals
» As stated in previous guidance, all employees should work remotely from home if at all possible.

Transport Storage and Communication

Transport Storage and Communication is on the list of essential service providers under new public health guidelines.

» land transport (for example, bus, rail and taxi services)
» road, rail, sea and air freight
» sea and air passenger services; ports and airports
» warehousing and support activities for transportation including cargo-handling
» postal and courier activities
» network control and critical maintenance (including roads)
» safety related functions

Critical Roles - Workers

Workers in the categories of essential services are permitted to travel to work, subject to compliance with the guidance below.

If you carry out an activity that is necessary for the continued provision of an essential service by another organisation or you are part of an essential supply chain, you should continue to carry out that activity. To the maximum extent possible, that should be done remotely.

The government also recognises that many companies in Ireland are critical to global supply chains that are responding to the COVID-19 crisis, and many companies also perform critical global roles in other aspects of medicine, as well as security, cyber, cloud and data centre infrastructure.

It is intended that these essential global roles are encompassed within this national guidance.

Source: [https://www.gov.ie/en/publication/a02c5a-what-is-happening/](https://www.gov.ie/en/publication/a02c5a-what-is-happening/)
Freedom of Movement for Essential Service Providers

Further to the latest government announcements, we wish to inform you that as an essential service provider, Fastway Couriers will be continuing to provide its services as usual throughout the COVID-19 lockdown.

As Fastway Couriers plays a crucial role in the provision of delivery services, we have taken verification measures, in order to comply with movement restrictions during the COVID-19 lockdown.

- **Verification letters** for drivers and staff members to have with them at all times while carrying out essential services on behalf of Fastway Couriers. *Please ask your manager for a copy.*

- **Vehicle dashboard signs** are available to divers ([on myFastway.me](http://myFastway.me)) to verify that their vehicle is carrying out essential delivery services to businesses and homes.

**UNIFORMS** and **IDs MUST be worn at all times** by drivers and staff members while carrying their roles on behalf of Fastway Couriers.
Contactless Delivery Service

Fastway Couriers Contactless Delivery service was brought in to alleviate the risk of spreading Coronavirus (Covid-19), a measure which has demonstrated our duty and social responsibility of business.

In acting in the best interests of both our customers and society as a whole, Fastway Couriers introduced the ‘Contactless Delivery’ service over two weeks ago (the first delivery company in Ireland to do so).

Its prompt deployment in itself is a testament to our diligent and hardworking team, of both staff members and couriers alike, here at Fastway Couriers.

Our highest gratitude and appreciation – we are so grateful for your support.
Contactless Delivery Process
Coronavirus (Covid-19)

The Delivery Process
- Courier knocks on the customer's door and sets the parcel down on the doorstep
- They will then step away, maintaining distance (approximately 6 feet or 2 meters)
- The courier will not hand over their scanner to the customer for their signature, instead
- The courier will explain the contactless delivery process, and
- Ask for consent to select the 'Contactless Signature' option in lieu of the customer's signature

If there is no answer:
- The parcel will be returned to the depot that evening, and
- Another delivery attempt will be made on the next working day

1. The customer is **advised** of their parcel delivery
2. **Courier arrives at delivery address, knocks on door, sets parcel down on doorstep, and steps away (2m distance)**
3. **2m Social Distancing**
   - Courier identifies customer or nominated receiver, and explains the contactless delivery process
4. **Courier asks for consent to select the contactless signature option in lieu of the customer’s signature**
5. **Courier types customer’s name and ticks 'Contactless Signature' tickbox to complete the delivery process**
Close Contact with COVID-19

If you have been in close contact with a confirmed case of Coronavirus, a public health doctor will tell you this:

Close contact can mean:
» Spending more than 15 minutes face-to-face contact within 2 meters of an infected person.
» Living in the same house or shared accommodation as an infected person.
» Spending more than 2 hours in a closed space with an infected person.

The symptoms of Coronavirus are:
» A cough
» Shortness of breath
» Breathing difficulties
» Fever (high temperature)

Anyone who may have been in contact with a person who has COVID-19, is advised to contact HSE Live on 1850 24 1850, https://www.hse.ie/eng/hselive/

It can take up to 14 days for symptoms of Coronavirus to appear.

NOTE: You cannot get Coronavirus from packages or food that has come from China or elsewhere.
If You Are **Not** Feeling Well

If you are not feeling well, check if you have symptoms of Coronavirus. These are a cough, shortness of breath, breathing difficulties, and fever (high temperature).

If you do have symptoms of Coronavirus, phone your GP or local emergency department (ED) without delay.

Avoid contact with people by self-isolating, phone your GP or emergency department and tell them your symptoms and the details of your situation.

**Do NOT go to your GP or ED**

**Phone them first** to tell them about your symptoms. Give them the details about your situation. Avoid contact with other people by self-isolating.

*If you do not have a GP, phone 112 or 999.*

If you are feeling well

If you are feeling well, carry on with your normal routine. Follow the advice on how to protect yourself and others from Coronavirus and other infections such as flu.

Take precautions by avoiding spending time with people who are ill with a cough, high temperature, or breathing problems.
Do

- Wash your hands properly and often.
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Try to avoid close contact with people who are not well.
- Follow the travel advice from the Department of Foreign Affairs.

Don’t

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not cough or sneeze without using a tissue - If you must, cough or sneeze into your elbow.
New Health and Safety Measures Introduced

Due to concerns about the impact COVID-19 could have on your health and that of your friends and family, we have taken additional preventative measures.

Unquestionably, we find ourselves in unchartered waters and it’s critical that we stay informed, compliant to the guidelines, and act quickly in the event of changes so we can continue to live our lives as close to normal as possible.

We introduced the following measures last week:

1. Contactless delivery protocols to ensure couriers remain safe at point of delivery.
2. Temperature checking staff in high density sites (HBC & Dublin South).
3. Anti-bacterial steamers introduced at site entry in the Hub.
4. >70% of office staff have been set-up to work remote (reducing on-site contagion).
5. CF Guidance Packs to ensure all CF’s are aligned nationwide.
How to Safely Accept a Home Delivery, According to Experts

The Irish and UK Governments concurrently issued guidelines telling all residents to stay at home (with some exceptions).

So, people are settling into life spent almost entirely at home for the foreseeable future, which means more reliance on home deliveries.

The World Health Organisation (WHO) says “the likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.” But an increase in deliveries or online shops will invariably mean an increase in contact with people, many of whom will have been delivering across large parts of your area.

Read full article from source: https://www.thestrategist.co.uk/article/safely-accept-a-home-delivery.html
4 Step Management Process

1. Risk assessment
   Conduct a risk assessment and put in place appropriate preventative and protective measures.

2. Education
   Calmly educate our staff on effective methods of disease prevention such as regular handwashing and using hand sanitisers when entering and leaving the office.

3. Engagement with staff
   Communicate with staff and ensure any actions taken, such as testing or barring staff from the workplace, are applied in a reasonable and consistent manner.

4. Stay informed and keep under review
   Regularly check the Department of Health and the WHO’s website for the most up to date information and advice.
Depot Process and Precautions

Ensure that your depot is taking the necessary precautions against Coronavirus (COVID-19) by providing:

1. **Sanitation Stations**: should be located throughout the depot floor and main throughfares of the office building that provide hand sanitisers and disposable gloves.

2. **Driver & Vehicle Assessment**: conduct an assessment on drivers and their vehicles to ensure that they are taking precautions in protecting themselves and others.

3. **Office Staff**: communicate and ensure that the necessary precautions are being taken by staff. Ensure that the testing or barring staff from the workplace, are applied in a reasonable and consistent manner.

4. **General Public**: provide hand sanitisers and tissues at reception for members of the public to disinfect their hands and cover their mouths should they need to sneeze or cough.
Driver & Vehicle Checklist

It’s crucial that drivers take the necessary precautions in protecting themselves and others by ensuring that they:

- **Wash Hands Frequently**
  You must wash your hands frequently throughout the day. We advise that you use liquid soap and water and wash for at least 20 seconds.

- **Sanitise Hands**
  Use an alcohol-based hand sanitiser with at least 60% alcohol after washing your hands and throughout the day if you do not have access to a washroom.

- **Disposable Gloves**
  Always wear disposable gloves to protect yourself and others. We advise that you double glove as disposable gloves are prone to wear and tear.

- **Disinfectant Wipes**
  Use disinfectant wipes to disinfect your scanner and stylus before and after each delivery as these surfaces frequently come in contact with you and others.
Precautions to take at work

If You Feel Sick, Stay At Home

If you have a **mild illness, respiratory symptoms, or have a fever (38 C or 100.4 F or above)**, stay home and keep away from others. If your symptoms get worse, contact the HSE Live on 1850 24 1850.

Please contact depot manager to arrange a Support Driver for your territory. If you arrange your own Support Driver they **must own/use their own van**.

Washing Your Hands And Wear Gloves

Wash your hands with **liquid soap** and water for at least 20 seconds, or use an alcohol-based hand sanitiser with at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.

You can also find sanitising points throughout the depot floor and main throughfares of the office building that provide hand sanitisers and disposable gloves (double glove for durability and protection).
Cover Your Cough Or Sneeze

Use a **tissue to cover your cough or sneeze and throw the tissue in the trash, then wash your hands.** If you don’t have a tissue within reach, cough or sneeze into your elbow.

Social Distancing

» **Avoid close contact** with others.
» **Distance yourself** at least 2 metres (6 feet) away from other people.
» **Canteen closure** to encourage social distancing in communal areas. Stagger lunchbreaks if needed.
» **Small group** sizes should be kept to a minimum.
» **Work remote** if your job allows. When working remote you must follow the Fastway Couriers **Remote Work Policy** terms and conditions.
Clean/Disinfect Your Desk/Work Area

Your desk/work area is where you spend most of your time, so it’s imperative that you keep these clean and disinfect surfaces frequently.

Pay particular attention to surfaces such as your desk, phone, computer/mouse and other office equipment such as the keypads on printers/photocopiers, as these surfaces frequently come in contact with you and others.

Clean And Disinfect Your Vehicle

Pay special attention to surfaces that you frequently come in contact with. Your van is where you spend most of your time, so it’s imperative that you keep your van cab clean and disinfect surfaces frequently.

Don’t forget that the cargo area of your van must be kept clean at all times. We advise that you disinfect your cargo area at least once a week.
Visitor & Public Precautions

Sanitising Upon Entry

Sanitation stations are also located within our reception and depot collection areas. Visitors and members of the public are advised to sanitise their hands upon entering the reception and/or depot collections area.

When handing over parcels, set the parcel on the counter instead of handing it directly to the recipient. If necessary explain to them that this is a new precautionary measure due to Coronavirus.
Travel Restrictions and Quarantine

Staff Travel Restrictions

» Stop staff travelling for business unless absolutely necessary.
» Advise employees not to go to contaminated areas as per government guidelines.

Employee Quarantine or Isolation

» Advise staff not to show for work if they have any symptoms of the virus as advised by the department of health.

Mandatory Reporting of Exposure

» Such as employees reporting to employers and employers reporting to public health authorities.
» Staff must report to their manager if they display any sign of the symptoms advised by the department of health.
» Staff have obligations to take care for their health and safety and that of others and fastway Couriers should encourage staff to flag any concerns about an extended period of remote working so that this can be addressed as promptly as possible.
Facility Shutdown(s)

The following steps are to be taken should a facility become compromised:

**HUB**
- Move operations to Ballymount
- Transfer belt from Cork to Ballymount
- Operate 24/7 in Ballymount
- Bus as many people from the Hub operation to Ballymount daily
- Sort to Regions/Dublin North and Dublin South
- Have smaller sort by Ballymount sorters to CF level for Dublin
- Move Ballymount drivers to Horizon
- Control drivers in waves to accommodate all drivers in Horizon

**Line-haul**
- Transfer Line-haul operation to Ballymount in time controlled waves to accommodate trailers.

**Regional Depots**
- Distribute drivers from the compromised depot to the nearest depot(s).
- Control drivers in waves to accommodate all drivers in the accommodating depot(s).
Communications
COVID-19 Preventive Measures

Survey/Assessment
Mandatory survey of staff and franchisees to highlight potential risk sources (holidays/travel over the last two weeks and spouses/family members at higher) potential risk of contraction, i.e., medical staff).

Travel Policy
» Mandate all staff to submit notice to management of intentions to travel to effected countries/areas.
» Banned travel areas (personal and professional).
» Recommended restrictions on personal travel (notice criteria TBA).
» Mandatory restrictions on business travel.

Meeting and Gatherings
» Instruction to limit unnecessary travel/meetings within the company.
  » Video conference calls to replace meetings for foreseeable future.

Employee Quarantine or Isolation
Advise staff and franchisees not to show for work if they have any symptoms of the virus as advised by the department of health.

Mandatory Reporting of Exposure
» Such as staff and franchisees reporting to employers, and employers reporting to Public Health Authorities.
» Staff must report to their manager if they display any sign of the symptoms advised by the Department of Health.
» Staff have obligations to take care for their health and safety and that of others. Encourage staff to flag concerns about an extended period of remote working so that this can be addressed promptly.

Payments/Salaries
Illness Benefit and Supplementary Welfare Allowance provided in compliance with the Department of Employment Affairs and Social Protection.
MEMO Communications

Staff Memo

Coronavirus (COVID-19) - Staff

The health and safety of both our staff members and customers is paramount to Fastway. For this reason, we ask all of our drivers that we are following the public health advice issued by the Health Minister in relation to Coronavirus (COVID-19).

MEMORANDUM

To: Exceptional Team
From: Senior Management Team
Date: 13/05/2020
Re: Coronavirus (COVID-19) - Staff


coronavirus.fastwaycouriers.com

Protect yourself and others by taking precautionary actions.

- If you feel sick, stay at home
- Frequent hand washing with soap and water or alcohol-based hand sanitiser
- Cover your nose and mouth with a tissue when you cough or sneeze
- Avoid close contact with anyone who is sick
- Avoid touching your eyes, nose, and mouth
- Clean and disinfect your workspace

Close Contact with COVID-19

If you have been in close contact with a confirmed case of coronavirus, your local health department will contact you.

- Some contact may not be contact tracers. If you have been in close contact with a confirmed case of coronavirus, your local health department will contact you.
- Close contact can include:
  - Being within 6 feet (2 meters) of the person for at least 15 minutes, during the past 14 days
  - Directly exhaling, coughing, or sneezing near the other person
- The symptoms of coronavirus can include:
  - Fever
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Chills
  - New loss of taste or smell

Emergency Legislation on Sick Pay

The government is to introduce emergency regulations to provide sick pay, which will be a Basic Benefit of £500 per week to £2,800 per week.

The new legislation will be in place by 26th May 2020.


coronavirus.fastwaycouriers.com

Driver Memo

Coronavirus (COVID-19) - Drivers

The health and safety of both our staff and customers is paramount to Fastway. For this reason, we ask all of our drivers that we are following the public health advice issued by the Health Minister in relation to Coronavirus (COVID-19).

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From: Senior Management Team
Date: 13/05/2020
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coronavirus.fastwaycouriers.com
Updating COVID-19 Information Guidance Documents

Daily updates available via Fastway.ie and COVID-19 SharePoint site:

http://fastway.ie/coronavirus-covid-19/