

## Return to work requirements for eligible colleagues at our Northampton site

**28<sup>th</sup> August 2020**

*\*This brief is only for those colleagues who have spent 14 days away from site or have tested positive for coronavirus and finished their 10-day isolation period\**

Following approval from Public Health England, the Environmental Health Office and the Health & Safety Executive, limited production has now re-commenced at our Northampton site.

Any colleague who has spent 14 days away from the site or who have had a positive coronavirus test result and finished their 10-day isolation period, is now eligible and should be available to return to work as normal on a staggered production rota.

Between Thursday 27<sup>th</sup> August and Friday 4<sup>th</sup> September, our site team will be contacting all eligible colleagues to arrange their safe return to work. The health and well-being of our colleagues remains our top priority and therefore when contacted, we will ask several questions to ensure those returning are healthy and not isolating due to their household showing symptoms or track and trace.

We will make several attempts to contact colleagues to discuss their return to work. Should we not be successful in making contact, this may have an impact on pay. We'd therefore ask all colleagues to answer calls from the site team or return any voicemails.

To support our team with successful contact, please ensure that personal details are correct by contacting our HR Shared Service team via:  
[HR.sharedservices@greencore.com](mailto:HR.sharedservices@greencore.com)

Those colleagues who are still in a period of self-isolation or who have been on site within the last 14 days, must remain at home and self-isolate with all other members of their household. Excluded from this are a small number of colleagues who have other working arrangements agreed and have been communicated with directly by a member of the site team already and given a letter of authorisation to continue to work.

If you have questions or concerns, please contact [nh.questions@greencore.com](mailto:nh.questions@greencore.com)

Thank you,

**Northampton Leadership Team**