

Some guidelines on your working locations further to recent Government guidance

On 22nd September the Government introduced new guidelines and measures as a result of the resurgent number of cases of COVID-19 in the UK. We have taken this opportunity to provide you with an update on working arrangements. As always, please consult with your line manager if you would like to discuss how this applies to you- we have been providing training/coaching sessions for line managers so that they can help you manage your own situation.

Can I work from my local Thrive Tribe office?

Thrive Tribe offices will remain open. However, Government guidance now states that those who can work from home should do so. All TT staff should therefore work from home wherever and whenever possible. Please only work from Thrive Tribe offices when you cannot work from home and if you do so, please use the booking processes in place for each office location and adhere to safety measures in place.

We trust you, in consultation with your line manager, to judge whether you need to be in the office and will not be giving guidance on everyone's different circumstances. Examples as to why it might not be possible to work at home include:

- Need to pick up physical resources or NRT.
- Significant wellbeing concerns from being repeatedly isolated at home.
- Lack of appropriate workspace at home.
- Too much noise or disturbance to conduct online meetings/client sessions.

When can I start delivering face to face clinics?

In light of the recent Government guidance, we are temporarily pausing any plans to return to face to face delivery, including client programmes and training, except for the following two programmes which are already operational and permitted to continue within current guidelines:

- MAN v FAT Football
- Wormwood Scrubs Stop Smoking Programme

We will hopefully be in a position to gradually pick up our plans again soon and will liaise closely with our commissioners and Public Health England so we can be responsive to local requirements and national guidance. As always, we'll keep you updated in our newsletters, webinars etc.

Can I work on my own in local locations outside of my house (eg cafes, pubs, libraries etc)?

Government guidance now states that those who can work from home should do so. All TT staff should therefore work from home wherever and whenever possible. If it is not possible for you to work from home or a TT office then we will trust you to find a

suitable, safe alternative location from which to work and to follow the relevant safety measures in that place.

Can I meet with colleagues in person off-site?

Much the same- all catch ups and meetings should be done from home wherever possible, using online meeting software such as Zoom and Teams. If it is not possible to conduct your meeting or catch up from home (once again we will trust you to make a judgement on this in consultation with your line manager), then you can meet in an off-site location. Outdoor locations are always preferable as the better ventilation reduces the risk of virus transmission. As always, you will need to adhere to social distancing guidance.