

Y Prentis Covid-19 Procedures

Please find below the Covid-19 Procedures we have put in place that **must be followed by all employees.**

We have set out some bulleted guidelines for you to follow in the event that you are contacted by Track and Trace or have been directly in contact with someone who has received a positive coronavirus result.

- Should you be living with or have been informed that someone you have been in direct contact with has tested positive for Coronavirus you must inform Y Prentis immediately. You should not travel to or attend site on receiving this information, but you must call your Host company to let them know you will not be attending as per the absence procedure. Y Prentis will advise you of the next steps.
- Should you be displaying any of the Coronavirus symptoms as stated on the Gov website you should not attend site. Absence procedure should be followed, and your Host and Y Prentis should be informed immediately if you have not attended site after displaying symptoms. Y Prentis will inform you of the next steps to take.
- Should you have travelled outside of the UK and are returning from a country where self-isolation is required you must immediately inform Y Prentis and your Hosting company and site should not be attended.
- Where you have been advised by Y Prentis to take a coronavirus test – you must provide a test date and a copy of the results to the team prior to returning to site.

Failing to follow the above guidance and notifying Y Prentis of any circumstances concerning coronavirus will result in disciplinary action and possible removal from the Y Prentis scheme. Please contact the team on **01495 745913** without delay should you have any queries regarding this letter.



Llywodraeth Cymru
Welsh Government