

Following on from the Prime Minister's announcement last night, our focus today has very much been on liaising with our 3 constituent Councils, Dundee City, Angus and Perth and Kinross, regarding what business critical services they require Tayside Contracts to deliver.

The purpose of this latest communication is to provide an update and more clarity to employees around this as I appreciate that arrangements are changing rapidly in response to the Government's approach to fighting COVID-19 and it is difficult for us all to keep up with the speed of the changes. I completely empathise with you all with regard to the various challenges, both work related and personal, that this situation is presenting to us all. The health, safety and wellbeing of all our employees remains paramount to Tayside Contracts and this must continue to be the case throughout the entirety of this unprecedented situation.

Before I provide the update, I would firstly like to take this opportunity to express my sincere gratitude and thanks to all those employees who have been attending work and putting significant efforts in to assist the organisation deliver the essential public services that we exist to provide on behalf of our constituent Councils. Without you, we would not be able to provide the vital services we do to our vulnerable members of the community, the emergency roads services or support those key workers in the NHS, Police etc by providing catering, cleaning and janitorial services.

Tayside Contracts employees will never be asked to carry out any tasks that present a risk to their health. A generic COVID-19 risk assessment has been developed and will shortly be published on the website. The most important elements of risk control are that adequate handwashing facilities are available and that no one will carry out tasks that cannot be done with a 2-metre social distancing separation. If this cannot be achieved or alternative risk control measure put in place then employees will not be asked to carry out those tasks/continue to work in that environment.

I would also re-iterate that any employee who cannot attend work because they are ill, self-isolating or because their place of work is closed will receive full pay.

### **FACILITIES SERVICES DIVISION EMPLOYEES**

The arrangements below for Facilities Services Division frontline employees applies to tomorrow 25 March 2020. You will appreciate that the situation is very fluid, and I would ask that you regularly check Tayside Contracts' website for arrangements for Thursday 26 March 2020.

#### **All Areas**

School Crossing Patrollers in all areas are not required to attend work until further notice.

#### **Angus**

All Facilities, Cleaning and Catering employees working in the Angus school estate are advised that the shutdown will continue tomorrow, Wednesday 25 March. The position is not so clear for non-school cleaning where we are awaiting confirmation from Angus Council as to what services they require tomorrow. We will update the website when we are advised who will be required to attend work tomorrow so please keep regularly checking the website.

#### **Dundee**

All Facilities, Cleaning and Catering employees in schools and non-school establishments are required to report for work in their normal workplace at the normal time unless they have been advised otherwise by their manager (e.g. for premises which have closed employees based there have been advised by their manager of their new workplace).

## **Perth**

All Facilities, Cleaning and Catering employees working in the Perth and Kinross school estate (with the exception of Fairview) are advised that the shutdown will continue tomorrow, Wednesday 25 March and they are not required to report for work

Cleaners working in non-education buildings are required to report for work tomorrow as normal.

## **Community Meals**

As there is no disruption to the Community Meal service, all Community Meal employees should report to their normal place of work at the normal time. Arrangements have been put in place to allow the service to continue whilst complying with social distancing advice.

## **CONSTRUCTION DIVISION EMPLOYEES**

The arrangements below for Construction Division employees applies to tomorrow 25 March 2020. You will appreciate that the situation is very fluid, and I would ask that you regularly check Tayside Contracts' website for arrangements for Thursday 26 March 2020.

### **All Operations and Street Lighting Employees**

All Operations and Street Lighting employees working in the Angus, Dundee and Perth & Kinross areas are not required to report to work tomorrow, Wednesday 25 March. The existing service for winter and out of hours calls will be covered by the established stand by arrangement for normal working hours and out of hours. Work is ongoing with client and trade union representatives regarding future service provision requirements, these will be concluded tomorrow, and management will be in touch during the day to make arrangements for appropriate cover over and above the existing stand by.

### **Transport Service**

All Transport staff are not required to report to work tomorrow, Wednesday 25 March, unless they have been advised otherwise by their manager i.e. those employees operating out of Peasiehill Depot Arbroath and necessary support staff.

### **Quarry Operations**

All quarry staff are advised that the shutdown will continue tomorrow, Wednesday 25 March and they are not required to report for work.

All remaining construction employees not covered by the specifics above who are able to work from home should continue to do so.

## **SUPPORT SERVICES EMPLOYEES**

All Support Service employees who are unable to work from home should remain at home tomorrow until we have had more time to consider what functions are considered essential and what we need by way of cover.

Please continue to refer to Tayside Contracts' website [www.tayside-contracts.co.uk](http://www.tayside-contracts.co.uk) on a regular basis to check for further updates.

If you have not already done so and wish to provide your email address to us in order to benefit from electronic access to communications such as these, please forward your email address to [Communications@tayside-contracts.co.uk](mailto:Communications@tayside-contracts.co.uk). We will not forward your email address onto any third parties or use it for any other purpose other than to communicate with you.

**Iain C Waddell, Managing Director, 24 March 2020**