

**26 MARCH 2020**

The purpose of this latest communication is to provide an update, as promised, in relation to the arrangements for tomorrow, Friday 27 March.

I would like to reiterate once again that Tayside Contracts employees will never be asked to carry out any tasks that present a risk to their health. Generic COVID-19 risk assessments have been developed and are now published on our 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 without a 2-metre social distancing separation. If this cannot be achieved or alternative risk control measures 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 27 March 2020. You will appreciate that the situation is very fluid, and I would ask that you regularly check Tayside Contracts' website for further updates.

#### **All Areas**

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

#### **Angus**

Facilities, Cleaning and Catering employees in schools and non-education establishments are advised that the shutdown will continue until further notice with some amendments for establishments that are delivering essential services. A number of Education Hubs are to continue to remain open and staff will be informed of who is expected to attend work at these locations. Working patterns for employees will be arranged with management to ensure that the services in these Hubs are delivered. With regards to non-education establishments the council continue to provide core services from a select number throughout the Angus area and Cleaning employees are to attend work as normal.

Please be advised that there may be a requirement for employees to work in other locations during this period and any variations will be agreed between management and employees.

#### **Dundee**

Schools and Central offices will function as today for Facilities, Catering and Cleaning employees. The school scheduled cleans traditionally undertaken during the Easter holidays on 8 and 9 April will no longer be required.

From Monday 30 March, 11 Community Support Centres in Dundee will open catering for vulnerable pupils/key worker's children including those in the early years. Therefore, we are actively looking for

volunteers both catering and cleaning employees to help support these centres over initially the Easter period. If this something you would be interested in, please contact your line manager in the first instance.

## **Perth**

All Facilities, Cleaning and Catering employees working in the Perth and Kinross school estate are advised that the shutdown will continue tomorrow, Friday 27 March with the exception of the following school hubs - Invergowrie PS, North Inch Campus, Blairgowrie Campus, Kinross PS & CSO Auchterarder, unless otherwise instructed by their line Manager. Further updates on service delivery will be provided via the Tayside Contracts website, based on the requirements of Perth and Kinross Council.

Cleaners working in non-education buildings are not required to report for work, with the exception of 2 High St, 3-5 High St, Pullar House, Almondbank House, Carpenter House & Criminal Justice, unless otherwise instructed by their line manager.

## **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 27 March 2020. We have undertaken a collaborative approach with our council partners and trade unions to ensure we have been able to deliver the essential services during this very fluid situation. I'm pleased to say this has been a very positive experience for all, ensuring the health, safety and wellbeing of employees was the key consideration when establishing essential service delivery.

Our collective agreement is to deliver the essential services (Priority Level 1) in accordance with the Council Inspection and Defect Categorisation Manual as far as practicable, which will be reviewed as necessary in light of available resources. In the main this will involve two person crews working across the unit areas within normal working hours on a call out basis. This level of resource may need to be increased depending on the situation or the level of demand. I would ask that you regularly check Tayside Contracts' website for further updates.

### **All Construction Employees (Operations, Street Lighting and Transport)**

All staff who are required to work will have been contacted by a line manager today. If you have not been contacted you are not required to report to work tomorrow, Friday 27 March. The existing service for winter and out of hours calls will be covered by the established stand by arrangement.

### **Quarry Operations**

All Collace quarry employees are advised that the quarry will not be open tomorrow, Friday 27 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 again remain at home tomorrow. We are in the process of finalising our essential services list and hope to be in a position to advise those support services employees who fall into this category of the arrangements relating to them tomorrow, 27 March.

Please continue to refer to Tayside Contracts' website [www.tayside-contracts.co.uk/covid-19](http://www.tayside-contracts.co.uk/covid-19) 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, 26 March 2020**