

ALL EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR – COVID-19, NO 2, 16 MARCH 2020**Training Event/Seminars/Business Meetings etc**

Due to the ongoing COVID-19 outbreak and in the interest of the health and wellbeing of our employees, I have taken the decision to postpone all non-business critical training events/seminars/business meetings with immediate effect. Where these are deemed business critical, it is recommended where possible/practicable that they are done remotely via tele conferencing/video conferencing.

Re sickness absence, recruitment interview, investigation, disciplinary hearing meetings etc , again I have decided that these should be postponed with immediate effect if they are deemed to be non-business essential and again held via tele/video conferencing if practicable and deemed to be business essential.

If you are an employee who is already scheduled to attend a meeting with management i.e. you have received an appointment letter, you will be contacted shortly to advise whether or not this meeting/appointment is going ahead and in what format.

For managers chairing meetings, if you are in any doubt as to what should be classed as business critical/essential, please discuss with your line manager and/or Ron McCabe (for training/safety related meetings) and your designated HR Adviser for HR related meetings.

All Occupational Health appointments with the exception of LGV medicals (which are business critical), will now be carried out as teleconsultations rather than face to face consultations. Health Surveillance appointments are likely to be postponed, although we are currently seeking advice on this from the appropriate bodies.

If any meeting/training event is deemed to be business critical and can't be held via conference/video call, then a dynamic risk assessment should be carried out by the person chairing the meeting and all attendees advised to stay away if they are not well and to avoid close contact with each other.

TEA and Long Service Awards

Unfortunately, this also means that I have had to take the difficult decision to cancel the Tayside Excellence Awards (TEA) which was scheduled to be held in the Caird Hall on Friday 15 May. We are currently working on a communications plan for our suppliers, sponsors etc in relation to this. Similarly, the Long Service Awards ceremony will now no longer go ahead as planned and instead I will shortly be writing to all those employees who have achieved their long service award with their certificate and long service gift.

I will be reviewing the position in relation to training events, seminars and business meetings on a regular basis and any changes to this will be communicated to you via further updates.

Iain C Waddell, Managing Director, 16 March 2020