

ALL EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR - COVID-19, NO 3, 17 MARCH 2020

Further to my communication dated 12 March 2020 regarding COVID-19 and following the Prime Minister's statement at 5pm on Monday 16 March 2020, I am writing to all employees to provide a further update.

First of all, please be assured that myself and my management team consider the health and safety of our employees to be paramount and we are doing everything we reasonably can to protect our employees as appropriate given the unprecedented and challenging situation that we find ourselves in.

Following the Prime Minister's statement on Monday 16 March 2020, the Scottish Government has issued the following guidance:

To slow the spread of COVID-19 the general public are being asked to stay at home as much as possible and avoid unnecessary social contact. This package of necessary measures comes into force with immediate effect.

This advice is directed at everyone but it's especially important for those in high-risk groups which are defined as the over 70's, pregnant woman and for those with certain long term health conditions (particularly those who would normally receive a free flu vaccine). These groups are being strongly advised to stay at home as much as possible and significantly reduce unnecessary social contact.

The Government advice is that individuals should:

- Minimise social contact by avoiding crowded areas such as restaurants, pubs, bars, clubs and gyms
- Avoid using public transport as much as possible
- Work from home where/when possible
- Follow the latest health and travel advice, and follow basic hygiene precautions, such as washing hands frequently, not touching their face and covering their nose and mouth with a tissue when coughing or sneezing
- Individuals showing symptoms suggestive of COVID-19 should stay at home for seven days and only contact NHS 111 or their local GP if their symptoms worsen during that period
- Where an individual has suspected COVID-19 symptoms and lives with others, all members of that household should stay at home for 14 days
- Schools will remain open for the time being, however, this decision will be consistently monitored and reviewed depending on the spread of the infection
- Those who cannot work from home should continue to go to work unless advised by their employer or if they display symptoms

You can read the full statement from Scottish Government by using this link: <http://bit.ly/2Qlikce>

Tayside Contracts has reviewed what this new advice means for our employees and services and have changed our advice in light of this as follows:

Advice for those over 70, pregnant or those who have a high-risk underlying health condition

If you are over 70, pregnant or have an underlying high-risk health condition, please contact your line manager to discuss your individual circumstances and agree the best course of action for you. This could be

to work from home if this is possible and practicable for you given your role or for you to 'self-isolate' at home until advised otherwise. Your line manager may need to take further advice depending on your particular circumstances but please be assured that our key priority is the health and safety of our employees.

If you become unwell at any stage during any period of self-isolation, you should report this to your line manager following the normal sickness absence reporting procedures.

Advice for those living with others who develop symptoms of COVID-19

Where an individual lives with others and either they themselves or a member of their household begins to develop symptoms consistent with COVID-19, regardless of how mild, all members of that household should stay at home for 14 days. This 14 day self-isolation period should commence from the first day the symptoms develop. Any employee in the scenario should notify their line manager immediately.

Advice for those living on their own

Individuals who live alone and who develop symptoms suggestive of COVID-19 should follow the sickness absence reporting procedure and stay at home for at least seven days or until they are fit to return to work.

Advice for front-line employees

If you are a front-line employee who cannot work from home, is under 70, not pregnant and who does not have a high-risk underlying health condition, you should continue to attend work unless advised otherwise by Tayside Contracts. If at any stage you develop symptoms suggestive of COVID-19 you should follow the sickness absence reporting procedure. We will be carrying out dynamic risk assessments where appropriate for employees in this category to ensure that the risk is reduced as far as reasonably practicable.

Advice for office-based employees

If you are an office-based employee, the advice from the Government is that you should work from home where and when possible. Your line manager will be contacting you soon to discuss your individual circumstances with you and agree the best course of action for you. Your line manager may need to take further advice and/or measures depending on your particular circumstances/job role but please be assured that our key priority is the health and safety of our employees. Please note that only a CMT member can authorise homeworking for an employee.

Regardless of whether or not it is decided that you can work from home on a longer-term basis during this COVID-19 outbreak, I am now instructing all employees with Tayside Contracts issued laptops/devices to, with immediate effect, take these home every night. This will allow those who can work from home to do so at short notice so we find ourselves in a situation where your office is closed at short notice due to confirmed COVID-19 case.

I completely understand that this may be a very unsettling and frightening time for employees and I am wholly committed to ensuring that our employees' health is protected as far as reasonably possible. I am also acutely aware however that we have a service to provide to our 3 constituent Councils and the people and communities of Tayside and we need to work together to provide this service as best we can in these unprecedented times. In this regard, I would like to express my gratitude to all those employees who are

working extremely hard in these challenging times to ensure that the organisation continues to operate as best it can.

If you have a specific query regarding work and COVID-19, please contact your line manager in the first instance. Updates on public health advice for COVID-19 can be found on the NHS Inform website, and a free helpline has been set up for those who do not have symptoms but are looking for general health advice: 0800 028 2816.

You can also access the latest communications and other information regarding COVID-19 on our website www.tayside-contracts.co.uk

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. 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, 17 March 2020