

**ALL EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR - COVID-19, NO 9, 25 MARCH 2020**

Further to my communication yesterday, 24 March, once again today our focus has been on liaising and working with our 3 constituent Councils, Dundee City, Angus and Perth and Kinross, regarding what business critical services they require Tayside Contracts to deliver, working through the detail of this and how these services can be provided safely.

The purpose of this latest communication is to provide an update, as promised, in relation to the arrangements for tomorrow, Thursday 26 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. A generic COVID-19 risk assessment has been developed and will shortly be 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 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.

I am aware that childcare difficulties are presenting significant issues for employees who would normally rely on their child/children being at school or nursery. We have been engaged in discussions with representatives from Perth and Kinross, Dundee City and Angus Councils and I am pleased to report that all three Councils have agreed that our employees who are providing welfare meals, meals to those children with a free school meal entitlement, cleaning and janitorial services to the childcare/activity hubs and specific emergency roads maintenance services, will be able to utilise this service. Further details on this will be provided soon. I appreciate that this option may not provide a solution for all employees given the various scenarios and therefore we are looking urgently at other potential solutions such as a temporary amendment to our current Time off for Dependants Policy. Further information will be provided on this as and when it is available.

**FACILITIES SERVICES DIVISION EMPLOYEES**

The arrangements below for Facilities Services Division frontline employees applies to tomorrow 26 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 open with effect from tomorrow, Thursday 26 March 2020, and employees will be informed of these and who are 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 with rotas being worked on to ensure enough staff are in place.

From Monday 30 March, 9 community support centres in Dundee will open catering for vulnerable/emergency worker pupils 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 (with the exception of Fairview) are advised that the shutdown will continue tomorrow, Thursday 26 March, 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, 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 26 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 Friday 27 March 2020.

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

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, Thursday 26 March. The existing service for winter and out of hours calls will be covered by the established stand by arrangement.

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 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, 25 March 2020**