

**ALL EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR - COVID-19, NO 12,
30 MARCH 2020**

I hope that this latest briefing finds you all well. We have a long journey ahead of us to get through this challenging situation but I am pleased and very proud to see the positive way in which we are responding as an organisation to the demands being placed upon us all.

A significant amount of work has gone into working with our colleagues within the 3 constituent Councils to establish what vital public services are required to be delivered within each Council area and we now appear to be reaching a stage where that is a little more stable and clear. I would once again like to express my thanks to all the employees who are working hard to make this happen and to those key workers who have now been identified within our Facilities Services Division, Construction Division and our support services functions and without whom we would be unable to operate.

If you have been identified as a Tayside Contracts key worker, you will have already been contacted by your line manager and given instructions in relation to where and when you are required to report for duty.

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

Key Worker Employee – ID

All key workers are advised to carry with them if possible, their Tayside Contracts ID badge in the event that they are stopped by Police Scotland Officers when they are travelling to/from work. We have been advised by Police Scotland that key workers do not require a letter from Tayside Contracts to prove that they are an authorised key worker and will not be asked for an ID badge but it may prevent any unnecessary issues if an employee has their ID badge to hand.

Absence Reporting – Provision of Fit Notes/Medical Certificates

Please be advised that to ensure efficient and accurate payroll processing, any Fit Notes/Medical Certificates should be emailed where possible to payroll@tayside-contracts.co.uk

If you do not have access to scanning facilities, please take a photograph of the paperwork using a personal device such as a phone or tablet and email that to the above email address. If you do not have access to email however please continue to send the hard copy paperwork through the post.

If you have any queries in relation to any of the above information, please contact your line manager in the first instance.

Please also continue to refer to Tayside Contracts' website 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. 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, 30 March 2020