

COMMUNICATION TO ALL CONSTRUCTION DIVISION EMPLOYEES NO 21, 18 JUNE 2020

Further to the all employee communication provided by the Managing Director on the 22 May 2020, and following the First Minister's announcement on the 11 June 2020, advising that we can now move to Phase 2 of the Construction Recovery Plan with immediate effect, I'd like to provide an overview of what this means for the Construction Division.

Before providing this overview, I want take this opportunity to express my gratitude and thanks to all those employees who have continued to attend work to allow us to provide our services to the communities of Tayside and, in particular, the vulnerable groups we provide services to. Your efforts are all extremely appreciated by not only me and the various Unit Manager but the clients and partners we provide these services too.

Recovery Plan

Tayside Contracts is following the Government guidance contained in the "Route Map" and the "Construction Scotland 6 Phase Restart Plan". We have pursued a collaborative approach with our Council partners and trade unions to move from delivering the essential services undertaken to date, to the recommencement of planned work activities now permitted under the Construction Restart Plan. I can advise that the primary consideration at the forefront of the restart plan is the health, safety and wellbeing of employees in reducing the risks posed by COVID 19.

From the 22 June 2020, all operational areas will recommence a level of planned work activity under the Phase 2 soft start. Your line manager will have been in contact with you this week to advise if you are included in the initial restart phase. The work activities we will be engaged in delivering are detailed further below:

Operations & Street Lighting

Approximately 30% of the workforce will return to work initially with numbers increasing as the restart plan progresses through the latter phases (may be as high as 40% in depots with a smaller proportionate establishment). It is not possible to provide you with dates or numbers required to return for the latter phases at this stage as this will be influenced by the Scottish Government advice and guidance.

The work activities will encompass a continuation and expansion of our road maintenance activities and also progression of our clients committed projects, which include completion of works suspended at lockdown, and the Scottish Governments "Spaces for People" programme which is intended to reallocate road space and improve safety for pedestrians and cyclists.

Transport Services

In order to ensure the current and ongoing frontline operational activity can be maintained, Transport services will return to the full capacity of employees week commencing 22 June, with the exception of those in the shielding category. This will mean a return to the working patterns pre Covid-19, with small adjustments to accommodate the current restrictions e.g. staggered breaks and amended shift change over process. This is necessary to facilitate and support the operational activity e.g. HGV annual test, scheduled inspections, winter prep and vehicle preparation and repairs following the increase in operational activity.

Quarry Services

The quarry will also increase production as we work through the phases, it is not yet necessary to return to full capacity of employees however, it is anticipated that as production will gradually increase as operational activity builds both for internal and external clients, this will require all employees to return, with the exception of those in the shielding category.

Key to the restart in all areas of our activity is maintaining adherence to the Governments advice in respect to suppressing the spread of COVID 19. As part of the restart process, all employees will attend briefing sessions to advise you of changes to the workplace which have been introduced to ensure your safety. These changes include:

- Increased hand washing facilities
- Signage in and around depot areas reminding you of physical distancing rules
- Maximum room occupancy numbers on all shared facility entrances to comply with physical distancing rules
- One-way systems in place, where necessary, to comply with physical distancing rules
- Arrangements for travelling in vehicles to/from site
- COVID-19 Generic Risk Assessment and the control measures introduced

Throughout the period of lockdown we have sought to maintain contact through weekly welfare calls by your line manager and this communication has identified further considerations to enable an increase of workforce numbers. Due to the recommencement initially involving only a proportion of the workforce, there is no requirement to introduce immediate adjustments. However, as the workforce return progresses, your line manager will be in further communication with you to discuss the options being considered.

These options are being considered with the aim of reducing the number of employees in attendance and congregating in depots and buildings at any one time to reduce the risk of the spread of COVID 19. I can confirm that any adjustments in working arrangements which are progressed will be on a temporary basis as we transition through the COVID 19 restrictions and are not planned as permanent changes to your working arrangements.

The welfare calls have also enabled us to identify where employees have concerns or constraints when returning to work and further communication with those individuals will take place to discuss through the options available in facilitating a return to work.

I would like to take this opportunity to thank you for your ongoing engagement during this challenging period.

Please 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.

Dougie McKay, Head of Operations, 18 June 2020