

ALL EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR - COVID-19, NO 23, 6 JULY 2020

I hope that this latest briefing finds you and your family well. This briefing provides an update on our Tayside Excellence Awards 2020 and provides some guidance and support information to any employee who may be experiencing feelings of anxiety related to returning to the workplace.

Tayside Excellence Awards 2020

As you know, the much enjoyed and celebrated awards ceremony had to be cancelled this year due to the COVID-19 lockdown. However, that does not mean that the recognition of the efforts our employees have put in to reach the finals has been forgotten about. The judging has taken place and the winners decided. We are now currently in the process of ordering the trophies with the winners' names taking pride of place on each of them and certificates being printed. If you are a finalist you will receive your certificate by the end of July, and if you are a winner you will receive your certificate and trophy also by the end of July. These will all be posted out and the trophies sent by recorded delivery to ensure the safe delivery of them.

Given that we do not have the photographer scouring Tayside taking photos of our finalists or being there on the night snapping all the delighted winners on stage, it would be great to still document this year's finalists and winners. Therefore if you are lucky enough to receive a finalists certificate or a winners' trophy, why not take a selfie or get someone to take one and send it into tea@tayside-contracts.co.uk so we can proudly share it in the next edition of Target and on Twitter.

I want you to know that the process this year does not diminish your achievement nor detract from the pride I feel in Tayside Contracts employing people of such high calibre. So, a big well done to all the finalists and a huge congratulations to all the winners!

Employee Wellbeing on Returning to Work

The COVID-19 outbreak has resulted in many changes in all our lives over the last few months, which have impacted on us to a greater or lesser extent. As I have stated in previous briefings we all deal with and process change differently.

Some employees have been attending work throughout the lockdown, some working from home, some in our offices and some on the frontline. However, I am aware that others have been furloughed, stood down or have been shielding and as the restrictions are being eased by the Scottish Government and services are resuming, we are asking more employees to return to their workplace. As we do this, you may be feeling nervous or experiencing anxiety, even if you have been coping well up until now. It is perfectly normal to feel this way and support is available from Tayside Contracts to help you deal with these feelings. Please contact your line manager in the first instance to discuss any concerns that you may have about returning to work.

We continue to have access to a dedicated COVID-19 support service provided by our Occupational Health provider, PAM, which you can access by calling 07957 666296.

Please be assured that your health, safety and wellbeing remain of paramount importance to Tayside Contracts and we would not be allowing you back to the workplace without sufficient safety measures in place. Risk Assessments have been undertaken for all the activities Tayside Contracts is engaged in and these are being kept under regular review.

Remember the most important steps you can take to protect your own health and that of others you come into contact with in the workplace are as follows:

- Practice good hand and respiratory hygiene, by regularly washing your hands with soap for twenty seconds or using hand sanitiser; by avoiding touching your face with unwashed hands; and by covering your mouth and nose when you cough or sneeze.
- Maintain two metres from others.
- Follow the control measures that Tayside Contracts has put in place.
- If you develop symptoms you should self-isolate immediately and book a test by visiting www.nhsinform.scot or by phoning 0800 028 2816. If you are a key worker you can access priority testing through Tayside Contracts by contacting your line manager in the first instance.

Further wellbeing resources can be found on our website [here](#).

Should you have any questions about any of the topics covered in this briefing or are seeking support please do not hesitate to contact your line manager. 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.

Iain C Waddell, Managing Director, 6 July 2020