

COMMUNICATION TO ALL OFFICE BASED EMPLOYEES FROM THE MANAGING DIRECTOR - COVID-19, NO 25, 30 JULY 2020

I want to take this opportunity to express my gratitude and thanks to all office based employees who were able to adapt at very short notice to working from home and who have continued to work during the COVID-19 pandemic despite the challenges that this has brought. Your ongoing commitment and efforts during this challenging period are extremely appreciated.

Our primary consideration throughout the COVID-19 pandemic and at the forefront of our Support Services/Office Based Recovery Plan is our duty of care for your health, safety and wellbeing. We have worked hard to ensure that our buildings are adapted to protect our employees and reduce the risks posed by COVID 19.

Homeworking

Tayside Contracts' COVID-19 Homeworking Policy has now been through a consultation exercise with our 3 recognised Trade Unions and approved by the CMT. In accordance with Scottish Government advice, this policy encourages office based employees to continue to work from home for all or part of their working week where this is possible and practical. This new policy will be circulated to managers soon along with some further information around the need for 'Homeworking Self Risk Assessments'. You are encouraged to discuss your own situation or any concerns with regards to homeworking with your line manager. Our position in relation to homeworking will be reviewed by 31 December 2020.

Whilst homeworking continues to be the default position for office based employees we recognise that some employees will also be required to attend the office for all or part of their working week because of operational reasons or because their home, personal or health situation perhaps does not allow for homeworking. Therefore, the following measures and guidance have been introduced for your safety and wellbeing when working from a Tayside Contracts' premise.

Toolbox Talk

If you are returning to work in a Tayside Contracts' depot/office location, either following a period of homeworking, furlough, shielding or after being stood down, a COVID-19 tool box talk should be carried out by your line manager. Our tool box talks for office based employees can be found on our website [here](#).

Your line manager should also talk you through our generic Office Based Risk Assessment which is available on our website [here](#).

Handwashing and Hygiene

As we all now know, the primary method of reducing the risk of contracting or transmitting COVID-19 is good hand hygiene. You are therefore asked to follow the guidance on hand washing and hygiene contained within our generic Office Based Risk Assessment.

On entering and exiting any Tayside Contracts' building, you must sanitise your hands using the hand sanitiser provided at the entrance/exit. Hand sanitiser stations have also been placed at key points throughout our buildings for use.

Physical Distancing

Employees who are working from an office should always maintain a 2 metre physical distance from others. In some Tayside Contracts' buildings, this has necessitated the introduction of one-way systems. If a one-way system is in operation, this is clearly detailed on the signage displayed on the door of the entrance and on directional arrows on the ground. Where one-way systems have not been possible to implement, you are responsible for checking that the corridor or walkway is clear for you to enter/access. If it is not possible to maintain a 2 metre physical distance, you must wait in an appropriate passing place until you can.

In addition, we have placed signage at the entry points of meeting rooms, toilets etc indicating how many people can enter that room at any one time. Should you go to enter a room and the maximum occupancy has already been reached, please wait until someone leaves before entering or come back later.

Building and Desk/Workstation/Equipment Cleaning

During this time, an enhanced cleaning regime is in place at all Tayside Contracts' office/depot locations. However, you are responsible for maintaining a clear desk and you are encouraged to routinely clean the surface of your desk, your workstation and telephone with the disinfectant wipes provided. You should also wipe down any shared equipment before and after use where appropriate. Please dispose of used wipes in general waste bins. You can request packs of these wipes by completing and submitting this [form](#).

Security Doors

To prevent unauthorised visitors entering our buildings please ensure that all necessary security doors remain closed and are not wedged open for any reason.

Fire Doors

To aid physical distancing and reduce human contact with surfaces, Tayside Contracts' fire plans have been revised and some fire doors have been left open. Signage is in place where this is the case.

Kitchens

The kitchens in each establishment remain open for employees to use, however, you must adhere to the rules in place in each establishment regarding the cleaning of equipment, handwashing and hygiene, one-way systems, physical distancing, and maximum occupancy numbers. Again, this is detailed in our generic Office Based Risk Assessment which is available on our website [here](#).

First Aid

We will also have to get used to a different way of carrying out first aid in a world with COVID-19. All first aiders have been given updated advice on carrying out first aid treatment in the workplace; first aid kits are supplied with additional PPE and first aiders have access to sanitising equipment. A list of current and available first aiders is on the Intranet [here](#) under the Health and Safety Document List.

Meeting Rooms/IT Equipment in Meeting Rooms

In order to eliminate the risk of contracting or transmitting COVID-19 in the workplace, preferably all meetings should be held remotely. However, where meetings cannot be held remotely or can be held part remotely, meeting rooms at each Tayside Contracts' depot/office location can continue to be booked via the calendar function on MS Outlook. The person booking the meeting room is responsible for following the COVID-19 meeting room protocol. The maximum number of individuals permitted in the meeting room may be limited due to physical distancing and so this should be checked prior to booking a room.

Users are responsible for cleaning the meeting room tables, chairs and provided IT equipment where handled prior to the meeting and afterwards with the disinfectant wipes provided in the meeting room. Where possible, you should take and use your own laptop.

Guidance on the use of the new IT equipment supplied in the meeting rooms at Contracts House/Fairmuir Depot can be found here [Strathmore Room](#) | [Sidlaw Suite](#) | [Claverhouse Suite](#)

The IT equipment in our other meeting rooms remains as it was prior to COVID-19 and instructions on it's use can be found in the meeting room itself.

Meetings and/or Travel between Depots/Other Establishments

As we continue to encourage homeworking, you should continue to use MS Teams or telephone where possible/practicable to carry out meetings. However, if your attendance at a location other than your contractual base is essential, you are permitted to travel providing you adhere to all the COVID-19 rules within each building and in our generic Office Based Risk Assessment.

Signing In/Out at other Establishments

If you are visiting another establishment which is not your contractual base, you or the individual on reception must sign you in/out at the time you arrive and leave the establishment. Any external visitors must also be signed in/out of all our buildings.

We are currently exploring a system for recording where employees are working at any given time in order to support the Test and Protect approach and further information on this will be shared as and when this becomes available.

Should you have any concerns about returning to a Tayside Contracts' office or depot location or identify any issues whilst working in a location, 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, 30 July 2020