

ALL EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR - COVID-19, NO 26, 03 AUGUST 2020

I hope that this latest briefing finds you and your family well. This briefing is provided in response to the localised outbreaks of COVID-19 in the North of England and closer to home in Aberdeen. These outbreaks serve as a reminder that none of us can drop our guard, particularly when we are reaching the point where all of our workforce will return to work.

It is likely that you will have seen the publicity around the localised outbreaks of COVID-19. The evidence demonstrates that these outbreaks have emanated from the increase in social activities taking place following the relaxation of restrictions. This is a stark reminder to us all of the importance of ensuring we continue to follow the guidance put in place by the Scottish Government out with the workplace as well as within the workplace.

By mid-August, almost 100% of the workforce will have returned to work and with the increase in the numbers of employees, it is more important, now than ever, that we continue to do everything in our power to ensure the continued health, safety and wellbeing of employees and reduce the likelihood of any localised outbreaks of COVID-19.

All employees will receive a toolbox talk on their return to the workplace centred around Physical Distancing/ Handwashing and Hygiene/ Cleaning/ Monitoring symptoms which will detail the steps that have been put in place to help prevent the spread of COVID-19. Employees must continue to follow the guidance laid out in Tayside Contracts' COVID-19 Safe Working Arrangements, and Generic Risk Assessments at all times and ensure that we do not become complacent whilst at work.

I would also like to take the opportunity to remind everyone that they should not attend work if they are presenting any of the symptoms of COVID-19.

Should you be concerned that you are displaying symptoms of COVID-19, you should report this to your line manager through the normal Sickness Absence Management Procedure and arrange a test at www.nhs.uk/ask-for-a-coronavirus-test. You should not return to work until you have discussed the test results with your line manager and should follow self-isolation guidance.

The most common symptoms are a new and continuous cough, and/or a fever/high temperature (37.8C or higher), and/or loss or change to your sense of smell or taste. NHS Inform describe a 'new continuous cough' as if you:

- Have a new cough that has lasted for an hour
- Have had 3 or more episodes of coughing in 24 hours
- Are coughing more than usual

Self-isolation periods

The Government has updated the guidance on the length of time an individual is required to self-isolate if they experience COVID-19 symptoms. The self-isolation period has been extended from 7

days to 10 days and we have updated our FAQ document to reflect this change. The FAQ document can be found on our website at www.tayside-contracts.co.uk

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, 03 AUGUST 2020