

COMMUNICATION TO ALL SCHOOL BASED FACILITIES SERVICES DIVISION EMPLOYEES FROM THE HEAD OF FM AND HUMAN RECOURCES – COVID-19, NO 29, 11 SEPTEMBER 2020

In the Managing Director's all employee communication dated 28 August 2020 we advised that we were reviewing the position with regards to Catering employees wearing face coverings in kitchens and that we were also exploring the possibility of provision of Tayside Contracts issued face coverings for all school based employees.

It is important to note that face coverings are not a replacement for the other ways we manage our COVID-19 risk and that control measures such as physical distancing and good hygiene are still essential.

CATERING SCHOOL-BASED EMPLOYEES

We have now reviewed our position in relation to the wearing of face coverings in kitchens and have concluded that we can permit this through Tayside Contracts providing the face covering and strict adherence by the employee to food safety and hygiene measures, similar to that for their kitchen uniform.

Therefore, face coverings will be issued to all school-based catering employees (three every 90 working days) and they will be encouraged though not required to wear them. (Batch of three to ensure that there can be 1 being laundered, 1 being worn and 1 on washing line).

Employees, can, if they wish not to accept the offer of a Tayside Contracts issued face coverings (other than if required for specific duties where a RA has deemed a face covering/mask/visor is necessary).

New employees will be provided with face coverings as soon as practicable after their start date.

NON-CATERING SCHOOL-BASED EMPLOYEES

We have also explored further the provision of face coverings for non-catering school-based employees (School Cleaning, Janitorial and School Crossing Patrollers). These employees are expected to wear a face covering upon entering a school and when moving through or working in corridors and communal areas but are not be expected to wear one when outside.

A Tayside Contracts face covering will be issued to all non-catering school-based employees (one every 30 working days). However, employees can, if they wish choose not to accept one of our face coverings and choose to wear their own (other than if required for specific duties where an RA has deemed a face covering/mask/visor is necessary).

New employees will be provided with face coverings as soon as practicable after their start date.

PLEASE NOTE: The above now applies to employees entering, moving through or working in corridors and communal areas in secondary, special and primary schools.

The main distinction between catering and non-catering environments is that in a non-catering environment employees can choose to wear their own rather than a Tayside Contracts issued face covering if they wish to but in a catering environment if an employee wears a face covering it must be one provided by Tayside Contracts.

Exemptions

It is important to recognise that not everyone can wear a face covering. Individuals are exempt if:

- They have a disability or health condition that means they cannot put a covering on
- A covering will cause them severe distress or anxiety
- They need to communicate with someone who relies on lip reading
- They have a reasonable need to eat, drink or take medicine

There is no requirement to obtain evidence that you are exempt for example in the form of a letter from a doctor. If you have a condition which means you cannot wear a face covering please inform your line manager.

How should a face covering be worn and washed?

- ✓ Wash a new face covering before you wear it, and after each use or at least once a day
- ✓ Wash your hands before and after putting on and taking off or adjusting your face covering
- ✓ Do not touch your eyes, nose, or mouth when putting on, taking off or adjusting your face covering
- ✓ Discard used disposable face coverings responsibly or launder after each use if using a reusable covering
- ✓ Place used reusable face coverings in a bag until they can be washed and laundered
- ✓ Do not share face coverings with others, even people you live with
- ✓ Discard face coverings that have stretched out or no longer stays over your nose and mouth, has damaged ties or straps, or holes or tears in the fabric

Face coverings used should:

- ✓ Cover the nose and mouth and fit snugly but comfortably against the side of the face
- ✓ Be secured to the head with ties, straps, or ear loops, or wrapped around the lower face
- ✓ Include multiple layers while allowing for breathing without restriction
- ✓ Be able to be cleaned regularly without damage or change to shape

Face coverings used should NOT:

- X Be football scarfs
- X Be offensive, concerning to the public or compromise the professional image of organisation
- X Interfere with or compromise existing control measures
- X Be worn in a kitchen environment due to food hygiene standards unless issued by Tayside Contracts.

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.

Frank Reilly, Head of FM and Human Resources, 11 September 2020