

KMcN/LR

June 2021

Dear Colleague

AN APPEAL FOR HELP – COVID-19 MASS VACCINATION CLINICS ANGUS AREA

As you will be aware, Scotland's COVID-19 Vaccination Programme continues at pace and will run throughout the summer months to vaccinate the whole adult population of Scotland. In order to support this significant undertaking, mass vaccination clinics have been set up in some areas across the communities we operate in.

We have recently been approached by Angus Council and asked if we would be able to help to resource their mass vaccination clinics in Forfar (Reid Hall), Arbroath (Community Centre) and Montrose (Town Hall). We are already providing the cleaning service within these locations, but we have also now been asked if we are able to assist with **clerical/admin support**.

Therefore, we are seeking individuals who would be prepared to undertake work temporarily in any of these locations (and still be employed and paid by Tayside Contracts) either during your normal contractual hours, if your manager can release you from your normal duties, or at another time such as in the evening or at the weekend.

Hours of Work

These mass vaccination clinics will be open to the public daily from 8.15am to 8.15pm. If you opt to work at times outwith your normal contractual working hours, it will be important to ensure that you are getting sufficient rest between shifts and are not working over 48 hours per week as per the Working Time Regulations 1998.

Rate of Pay

If you undertake work at the mass vaccination clinic during your normal working time, you will be paid your normal rate of pay. If you undertake work out with your normal contractual hours you will be paid for those additional hours at grade 3 which is currently £9.74 per hour. You will be paid overtime enhancements if the hours you work are eligible for these enhancements as per Tayside Contracts' Terms and Conditions of Employment.

Expectations of the Role

There is an expectation that you are to be friendly, approachable and calm at all times. It is your role to act in the following way, as far as is possible:

- Show empathy and compassion for attendees
- Be conscientious about your duties
- Use clear communication. This involves listening to the attendee to understand their query and being clear about who to direct them to if you cannot personally resolve this

The work involves booking people in on the NHS system, asking the COVID questions when they arrive. You must be confident in dealing with the public and in using IT systems to input data.

Induction and staff briefing will take place prior to undertaking any shifts within the centres.

Travelling to the MVC Locations

Those undertaking work in the mass vaccination clinics would be expected to make their own way to and from the location.

If travelling by car, please note that car parking is available via Angus Council Car Parks at all the centres. The Reid Hall, Forfar has parking on site but this is limited.

If using public transport, please ensure that you have read and understood the guidance on [Using Public Transport in Scotland during COVID-19](#).

PPE

The following PPE will be provided:

Disposable Masks: Everyone involved in customer interaction where no other protection (screens, visors) is in place and to be worn at all times, including when entering and exiting the building. You will be provided with Fluid-Resistant (Type IIR) Surgical Face Masks (FRSM).

We are putting this request to all our people in Tayside Contracts, regardless of where you currently work and would invite you to consider this request, whatever your job is in the organisation.

I appreciate you are being asked to consider something which is out of the normal, however the need for all of us to help each other during these unique pandemic times, mean that we have to ask you for your support with this request.

I am so proud of everyone in Tayside Contracts for how you have responded so magnificently to this pandemic, and if you could consider putting yourself forward for this area of need, I would be very grateful.

If you wish to put yourself forward for this work, please following the link below to register your interest and allow Tayside Contracts to pass your contact details (name, email address and phone number) onto Angus Council to enable them to send you further information:

[Click here to submit your details](#)

It would be beneficial if you could respond by **Friday 18 June 2021.**

If you have any questions regarding this request which have not been answered in the above, please contact an HR Adviser using one of the following email addresses:

amy.coburn@tayside-contracts.co.uk

jenny.mcallister@tayside-contracts.co.uk

suzanne.keay@tayside-contracts.co.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'Keith McVane', written in a cursive style.

Managing Director