

EMPLOYEE COMMUNICATION FROM THE MANAGING DIRECTOR - COVID-19, NO 59, 26 JANUARY 2022

I hope that this latest briefing finds you and your family well. I wanted to write to all office-based employees to update you on our position with regards to homeworking in light of the First Minister's announcement on 25 January 2022.

Homeworking

As you are aware, over the course of much of the last 22 months, employees who were able to work from home have been asked to do so by the Scottish Government to not only to help protect themselves from the risk of COVID-19 but also to keep others safe and to protect the NHS from being overwhelmed. I know that for some employees, this hasn't always been easy and I am really grateful to all those employees who adapted to this style of working for such a lengthy period of time.

The First Minister announced yesterday that due to a significant reduction in COVID-19 cases the work from home instruction is to be lifted with effect from Monday 31 January 2022. The First Minister cautioned employers against a mass return to offices overnight as this could risk increasing case numbers again but instead advised that the current approach should be replaced with a "hybrid" system of office and remote working.

Hybrid working is something that Tayside Contracts is keen to explore further as set out previously in our COVID-19 Transitional Homeworking Policy as we believe that there are benefits to be gained for both the organisation and employees in addition to other advantages such as the reduced impact on the environment. In order to:

- ascertain what the appetite is for hybrid working both from managers and employees,
- allow us to manage the return to our physical office premises in a controlled and gradual manner (in order to minimise the ongoing risk COVID-19 presents) and
- to allow us to adapt our existing office accommodation to get full value out of this,

it is our intention to launch a questionnaire to all office-based employees to complete in consultation with their manager. This questionnaire is in the final stages of development and will be issued out shortly.

In the meantime with effect from 31 January 2022, please limit where possible your time in the office and if you do need to attend in-person, please adhere to the control measures identified in our Generic Office Based Risk Assessment which can be found on our website [here](#).

Should you have any questions about any of the topics covered in this briefing please speak to your line manager. Please continue to refer to Tayside Contracts' website www.tayside-contracts.co.uk on a regular basis.

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.

Thank you so much for all you are doing to protect and support yourself, your families and your communities during these difficult times.

Keith McNamara, Managing Director, 26 January 2021