

COVID-19 Recovery Actions and Control Measures

All COVID-19 laws have now been removed and replaced with guidance on how we can effectively manage COVID-19 within the workplace, with a greater reliance on individual behaviours and strategically modifying activities to ensure greater protection and resilience as we continue to move away from COVID-19.

There is no longer a requirement for organisations to have specific COVID-19 risk assessments or control measures, however as a responsible employer, we will continue to have the virus at the forefront of our planning of activities until such a time as the risk level is such that we need not consider this. The Scottish Government judge that the current situation – with a highly transmissible variant, resulting in a high level of infection, but with a lower severity of impact than previous variants - represents a **medium threat**. The following protective measures are suggested by the SG and have been considered as part of this plan:

- Behaviours and setting adapted to reduce spread
- Hybrid working when possible and appropriately encouraged
- Guidance on reasonable measures e.g., face coverings to reduce risk in premises

Also, in the context of this plan the following descriptions have been put in place to help highlight the level of guidance.

- Support – an employee will show empathy and respect for anyone displaying this action/ behaviour.
- Encourage – an employee will be motivated to display this action/ behaviour.
- Recommend – an employee will be expected to display this action/ behaviour as an appropriate choice.
- Required – an employee will be expected to display this action/ behaviour without reservation.

This document will replace our COVID Risk Assessments, however the recommended actions should inform all activity risk assessments.

This information has been used to inform mitigations moving forward listed below is our (1) current position, (2) revised control measures and actions, and (3) timeline.

If you have any queries or questions please contact your Line Manager.

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(1) Current Position	(2) Revised Control Measures/ Actions	(3) Timeline
COVID Control Measure	Reducing Social Contacts	
<p>Face Coverings TC still strongly recommend the usage of face coverings in our offices/depots whilst in communal areas or when 1m physical distancing cannot be maintained.</p> <p>Persons in vehicles with more than one individual inside are still all required to wear face coverings</p>	<p>1. Recommend the usage of face coverings around crowded communal workplaces (i.e. welfare and changing facilities, offices, meeting rooms, site transport).</p>	20/06/2022
	<p>2. Recommend that all to wear face coverings whilst inside the vehicle (required when any high risk person is present)</p>	20/06/2022
<p>Physical Distancing All employees to maintain 1 metre physical distancing in our/buildings and during work activities.</p>	<p>3. 1m physical distancing should continue to be encouraged where possible and across crowded communal workplaces (i.e., welfare and changing facilities, offices, meeting rooms, site transport).</p>	20/06/2022
	<p>4. Use of the Distance Aware scheme should continue to be supported.</p>	No change
	<p>5. Ongoing staggered start/ break/finish times are no longer required but managers should be encouraged to keep these in place when, due to reasons relating to COVID, it is necessary and is operationally viable.</p>	No change
	<p>6. Continue to encourage employees to open windows, doors (excluding fire doors), and vents.</p>	No change
	<p>7. Continue to support appropriate clothing for conditions.</p>	No change
	<p>8. Encourage employees to take responsibility to adhere to maintaining a suitable distance from one another.</p>	20/06/2022
	<p>9. Vehicle sharing can now be 4 in a crew cab, with the following strongly recommended (to protect each other)</p>	20/06/2022

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	<ul style="list-style-type: none"> ○ All to wear face coverings whilst inside the vehicle (required when any high risk person is present) ○ Keep the windows open/ ajar ○ Travel side by side or behind ○ Maximise the distance between each other. ○ Clean the vehicle weekly or prior to a change in personnel 	
	<p>10. Encourage employees to follow 'COVID Sense' guidance: https://www.gov.scot/coronavirus-covid-19/</p>	20/06/2022
<p>Working from Home Most of the workforce who are able to work from home are currently still doing so.</p>	<p>11. Final working model ensuring that the office capacity is managed, with a limit to capacity agreed following the final agreement of the working model moving forward. The aim of managing capacity will allow for employees to be spread out throughout premises and ensure personal management of ventilation by sitting next to windows where possible and maximise physical distancing.</p>	
<p>High Risk employees (formerly shielding) Those on the Highest Risk list have in most or all cases already returned to work, adhering to the COVID-19 protocols put into place for all members of staff.</p>	<p>12. Use of the Distance Aware scheme should continue to be supported.</p>	No change
	<p>13. The measures that apply to the rest of the workforce should apply to those previously High Risk Employees, without any additional risk.</p>	No change
	<p>14. Channels of mental health support may be necessary for those with anxiety or fears over returning to the workplace.</p>	No change

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<p>Symptomatic Individuals Any person displaying COVID symptoms must immediately remove themselves from the workplace or not attend work if onset of symptoms is prior to beginning of shift and stay at home until the individual feels well enough and has a normal temperature.</p>	<p>15. Any person exhibiting COVID-19 symptoms, should still remove themselves from the workplace avoiding others or not attend work if the onset of symptoms is prior to a shift and report that they are off sick due to COVID. This should remain the case until the individual is well enough to resume normal activities and no longer has a high temperature (if they had one).</p>	<p>20/06/2022</p>
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COVID Control Measure	Hand Washing and Hygiene	
<p>Hand Sanitising Facilities and Stations Hand-washing/ sanitising stations are placed in the entrances throughout our depots and sites. Sanitiser is also provided to construction workers and placed within vehicles.</p>	<p>16. Continue to support staff to exercise effective hand hygiene</p> <ul style="list-style-type: none"> ○ Hand sanitising units upon entry at our buildings. ○ Allow regular breaks to wash/ sanitise hands, ○ Provide hand washing facilities e.g. teal facility, ○ Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times, ○ Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable ○ Regularly clean the hand washing facilities after use. 	<p>No change</p>
COVID Control Measure	Cleaning	
<p>Increased Cleaning Measures Frequent sanitisation of regular contact points i.e. door handles, printers, desks etc. is still undertaken however with a greater reliance on individual's behaviours i.e. cleaning of own workstations, sanitising/cleaning own hands regularly.</p>	<p>17. Welfare Caravans/Vehicle cleaning (if the vehicles are only used by the same teams) should continue at weekly intervals covering major touchpoints.</p>	<p>No change</p>
	<p>18. Encourage the use of provided sanitising wipes for use between shared workplaces etc</p>	<p>No change</p>

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	19. Daily cleaning schedule applied, including frequent touchpoints, e.g door handles.	30/06/2022
	20. In cases of COVID/Suspected COVID, current cleaning measures should remain in place. This is that if an individual is in the workplace and begins to suspect they have COVID-19 symptoms, they should complete a targeted touchpoint clean of the area(s) that they have been working, then remove themselves from the workplace without coming into contact with other persons.	20/06/2022
COVID Control Measure	Ventilation	
Maximise Ventilation Ensuring good ventilation in indoor spaces will help to reduce the risk of COVID-19 spreading.	21. Continue to encourage employees to open windows, doors (excluding fire doors), and vents.	No change
	22. Continue to support appropriate clothing for conditions effected by increased ventilation.	No change