

To all employees

FR/LR

19 October 2021

Dear Colleague,

FLU IMMUNISATION PROGRAMME

I am pleased to advise that we have had an overwhelming response to the flu immunisation programme and the scheduling of appointments for those who requested a flu vaccination is underway. Your manager will be in touch with you shortly to advise you of the date and time of your appointment which are taking place over various dates between now and the end of January.

As previously advised, the flu vaccinations are being administered by our occupational health provider PAM. For employees who are based in Dundee, Angus and Collace Quarry, the clinics will take place at PAM's premises at 11-12 Castle Street, Dundee, DD1 3AF. For employees based in the Perth and Kinross area, the clinics will be held at Tayside Contracts' Ruthvenfield Depot, Inveralmond Industrial Estate, Perth PH1 3SS.

There is some important information, listed below, for you to remember before attending your allocated appointment:

- You must not have received a COVID-19 vaccination or booster vaccination in the 2 days prior to your appointment or be scheduled to receive it in the 2 days following your flu vaccination. If this is the case, then please speak to your manager to have your appointment re-scheduled.
- You must not attend the appointment for your flu vaccination if you have tested positive for COVID-19, are experiencing any symptoms of COVID-19 or have been advised to isolate by the test and protect team. If this is the case, then please speak to your manager to have your appointment re-scheduled.
- You must wear a face covering to your vaccination appointment.
- You should arrive on time but not too early as the clinics are very busy and there will be limited waiting space.

- You will be required to complete a consent form on your arrival at the clinic to proceed with your vaccination, this form will be retained by PAM occupational health and is routine for anyone taking part in the flu immunisation programme.
- PAM OH will provide you with a flu vaccination advice leaflet upon your arrival at the clinic which will tell you everything you need to know about the flu vaccination.

Should you have any queries or concerns about the vaccination or are unable to attend your allocated appointment, please speak to your line manager in the first instance or contact the HR Admin Team on (01382) 812721 to have your appointment re-scheduled.

Please note that we have a limited number of clinic days allocated to us and may be unable to accommodate individual requests so ask that you make all reasonable attempts to attend the appointment allocated to you.

Yours sincerely



Leanne Reilly
HR Manager

p.p. Frank Reilly, Head of FM and Human Resources