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CORPORATE ANNOUNCEMENTS

Issued to staff Wednesday 11 March 2020

Colleagues

I emailed you all last week to update you on our response to the current Covid-19 (coronavirus) outbreak. I said I would keep you up to date with any changes.

Since my last email the number of people infected has increased but there has been no substantial change to the government advice. You can find the advice here <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19> but in short the advice is:

- if you have travelled to **areas seriously affected by coronavirus then you should self isolate**. The areas which are affected, as well as advice on how to self-isolate, are listed on the government website.
- if you have **travelled to some less affected areas, and you have symptoms then call 111 and self isolate**. The areas which are affected, as well as advice on how to self-isolate, are listed on the government website.
- in any case, **practice good hand hygiene** by regularly washing your hands with soap and water for at least 20 seconds. If soap and water is not available then use suitable alcohol hand sanitiser as an alternative.

You should all now have had the chance to see our guidance for staff on self isolating. It is available here - <https://glasgow.gov.uk/staffupdates> - but in short if you fall into the categories set out above or are told to self isolate by the NHS then you will continue to be paid.

The government has issued some new advice on **things we should do in the workplace** (<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>).

Each ALEO and Service has been instructed to set up a **Local Implementation Group** to make sure we are doing everything we need to do locally. Those groups will do what they need to do to prepare for a wider outbreak and may need to get in touch with you to ask you to do specific things.

However, there is advice in there which we should all be taking anyway, particularly around good hand hygiene and what we should do if we think we have come into contact with someone who has Covid-19.

I would be very grateful if you could take the following actions straight away:

- **clear away any uncovered food** such as fruit or leftover sandwiches from meetings
- **do not introduce any new uncovered food** such as fruit, birthday cakes for example
- **only food which is individually wrapped** should be shared in the workplace
- **if you have a council mobile device** such as a laptop, smartphone, or tablet you may be asked at very short notice to work from home
- **please start to routinely carry your device with you when you commute** - this includes any peripheral items you may need such as charging cables and VPN dongles
- **please make sure** that if you have a laptop or tablet which can remotely connect to the network that you **regularly connect it by cable in the workplace** – to make sure that it has the latest security software.
- **please make sure that you change your passwords on a regular basis – where possible you should do this every two weeks**. This is particularly important for laptop and VPN users to be able to continue working remotely as reminders are not visible when using VPN.
- if you have a **laptop which does not connect remotely** then please plan what work you would be able to do from home, and make sure that if you need to take data out of the workplace that you know how you will do so securely. You should discuss this at an early stage with your manager.

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- if you **manage staff who have mobile devices**, please make sure they take the steps outlined above.

Managers are asked to share these messages with staff who do not have access to a computer at work and remind staff that all updates are available on our dedicated staff area on our website at <https://glasgow.gov.uk/staffupdates> Our web site can be viewed on any device at any time.

I will update you after the next regularly scheduled contingency planning working group or if the situation changes substantially, whichever is sooner. However if you have any questions then please get in touch at [ask annemarie](#).

Regards

Annemarie O'Donnell
Chief Executive

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