

# STAFF NEWS



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Wednesday 29 July 2020

 A safe return to the workplace – watch the video



The health and safety of our workforce and citizens is paramount as we prepare for services to get back to some kind of normal capacity following renewal plans and the government's guidance.

Our workplaces and working arrangements are going to be different while we need to stay physically distant.

The capacity in our buildings will be reduced to maintain physical distancing which means that fewer people can return to the workplace initially. The government advice is still, those who can work from home should continue to do so.

Before anyone returns to the workplace a risk assessment is carried out in consultation with our trade union colleagues.

This will make sure that the appropriate, cleaning and maintenance regimes, and physical distancing measures are in place to protect everyone.

It's important to remember that, if you have symptoms, you and your household should not leave home, you should self-isolate straight away. Tell your line manager as soon as possible.



Please [watch the video](#) where our Health and Safety Manager, Emma Rodgers, will talk you through what to expect when you return.

Your line manager will provide you with information about the renewal plan in your area and talk to about your health, wellbeing and safety to support your safe return to workplace, when the time is right.

You can also read the staff guide, a safe return to the workplace, [here](#).



### Planning Annual Leave - [guidance for staff](#)

#### Holiday Arrangements and Quarantine Measures

Please read the new [guidance for staff](#) about the current arrangements in line with the government position on holidaying abroad in relation to quarantine measures on return to Scotland.

You may already have had a holiday booked outside the UK or you're now considering this option with the easing of lockdown arrangements to ensure you get a well-deserved break.

Please be familiar with the current advice.



### Got a story to share, a colleague to thank or a photograph to publish?

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