



Managers' Briefing

Glasgow in level 4 restrictions



18 November 2020

By now you will have heard the First Minister's announcement about Glasgow being in **level four restrictions** from 6pm on Friday 20 November for three weeks until Friday 11 December.

The message from Annemarie O'Donnell, Chief Executive, sets out the main workplace guidance for staff during level four restrictions which means there is very little change to the services the council is currently delivering or people's jobs, with a few exceptions.

If the services you deliver are affected by level four restrictions then separate guidance will be provided to you.

Your role

The health and safety of our workforce and citizens is paramount and it's vital that we all play our part to reduce the spread of the virus by reducing social contacts as much as we can. You must continue to reinforce this in the workplace and make sure that your staff are sticking to the physical distancing rules and following the workplace signage in place, as well as wearing face masks in communal areas.

Everyone in your teams should've been issued with the [staff guide – safe return to work](#).

Since March the advice has been to work from home, where you can, and where this is not possible then you should discuss staggered start and finish times to avoid the use of public transport at peak times, keeping the need for attendance under regular review.

If staff are in the shielded category or have caring responsibilities for children who are now being asked to shield they may have some additional questions about coming to work. The following questions and answers will support these conversations.

As always, you can seek additional guidance and advice from your Service HR team to these matters. Your HR team is in constant liaison with Health and Safety advisors.

Your continued efforts to sustain services whilst supporting your people throughout these difficult times are of course difficult to balance at times and please do not hesitate to contact your senior manager or HR advisor for your own personal support.

Questions and answers

Should I revisit the numbers I have attending the workplace?

You should be regularly reviewing the attendance level and keep the requirement to attend under review and again this has not changed.

Are there any travel restrictions that affect going to work?

Under level four everyone should reduce any non-essential travel and not travel outwith their local council area, however, everyone can still travel for work purposes and use public transport to travel for work.

OFFICIAL

OFFICIAL

You should continue to stagger start and finish times so staff can travel outwith peak times and remind staff that during the next three weeks public transport could be quieter as people are being asked to avoid non-essential travel.

Staff do not need to carry any identification to travel to work.

People in the shielding category are now being advised to avoid public transport.

If people are in the formal Shielded category, can they still come to work?

Yes, the Scottish Government guidance advises that if the workplace arrangements can provide adequate protection, then they may continue to work. As you know risk assessments have been carried out in all our workplace and the relevant safety measures have been put in place.

You do need to consider how shielded colleagues can travel to work because the advice in level four is that they should not use public transport and therefore must not attend work if they can't travel to work independently or with the support from someone in their bubble. If this is the case then you should ask them to stay at home for this period, and work from home if they can. If they cannot work from home then for this period their absence will not be counted as sick absence but COVID related absence.

If they, or any member of your team, have any particular individual concerns about safety in the workplace then you should go through an individual risk assessment to determine any additional measures you need to take and adopt an individual case management approach to each instance, including reference to HR, Health and Safety guidance and if required HR will advise on a referral to Occupational Health Services, PAM.

Colleagues in this category should have already shown you evidence that they are required to Shield.

Some staff may have childcare responsibilities for children who are in the Shielded category – what should we advise them to do?

The Scottish Government's guidance advises that children in the Shielded category should not attend school or nursery in person. To support staff with children who are shielding we will provide Special Leave for this period other arrangements for childcare are not possible, and ideally you will identify some work which can be carried out from home. Employees in this situation should share any relevant documentation with you to confirm this.

Some of my team members would be able to work from home if they had the appropriate IT, will this be provided?

Roll-out plans will continue to be agreed with the council's renewal group and prioritised to the delivery of vital services including social care, education, cleansing and public health.

Until the programme is complete if staff are required to attend the workplace to carry out their work, then that remains the case and level four does not change that advice.

If someone asks for an individual risk assessment, then is that something we have to provide?

Yes, it is the council's position that anyone who seeks an individual risk assessment should undertake one and managers should support the completion and take appropriate resulting actions. As has been the case for some time, you should have been making efforts to ensure that those previously not asked to work in the Shielded, UHC, Over 70 and pregnant complete individual risk assessments and revisit these if you or your team member feels the circumstances have changed.

OFFICIAL

OFFICIAL

Level four does not in itself change this and you are continued to encourage all attending the work place to consider their own personal circumstances against individual risk assessments. HR and Health and Safety Advisors can provide additional assistance and guidance to you in all such matters.

You should use the **Scottish Government's individual risk assessment digital tool** and guidance.

KEEP UPDATED

at all times on the website

www.glasgow.gov.uk/staffupdates



OFFICIAL