

MANAGERS' BRIEF



Category	RED	Please deliver as soon as possible
Title: Covid-19 – Easing of restrictions		REF: NRS/COVID/210921
Date: 22 September 2021		
Approved by: Stevie Scott, Head of Waste Management & Recycling		
Delivery: To be read out to staff by a Grade 6 or above.		
Audience in scope: All frontline colleagues		

Background

Further to the Managers brief issued on 21 August detailing the easing of restrictions within NRS, the aim of this brief is to provide additional information and support, to ensure a consistent message is conveyed to staff by Managers/ Supervisors. It covers key points aimed at providing reassurance and clarity, particularly where medical or wellbeing issues are being raised.

As some restrictions have been eased and we move to the next stage of the Pandemic, some employees have expressed concerns in relation to the reoccupation of office spaces, welfare facilities and vehicles. It is important that staff are made aware of the control measures that will remain in place to reduce the risk of transmission and the process for reporting any concerns locally and to wider forums such as the Covid Review Group.

Control Measures

Many of the control measures put in place at the beginning of the Pandemic remain in place, it is essential therefore that all staff are aware of what they are and that they are being adhered to. Staff should be reminded regularly that face coverings are mandatory in communal spaces and vehicles. Rigorous hand hygiene should be encouraged at all times.

Current NRS measures which will remain in place:

- Face coverings must be worn when moving around indoor places and within vehicles unless you are exempt
- Enhanced cleaning regimes and recording processes to continue in all NRS premises
- Where possible windows/ doors to remain open to increase ventilation
- Mechanical ventilation systems are maintained/ serviced in accordance with industry standards
- Cleaning stations to remain
- Provision of individual hand sanitiser and access to hand washing facilities
- Vehicle cleaning and recording procedures

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Compliance

Managers/ Supervisors must ensure that sanitising stations are maintained, touch points are regularly cleaned and individual hand sanitisers are available to all staff members and that vehicles are regularly cleaned and cleaning products are available at all times. Compliance monitoring and recording is essential and current processes must be maintained as they will be subject to audit by our Health & Safety teams.

Reported or observed non compliance must be appropriately challenged and addressed.

Wellbeing

GCC are making available to all employees some free online mental wellbeing sessions. These sessions are run in partnership with Lifelink, a Glasgow based mental health and counselling service. The diverse topics can provide you with the tools to help you feel confident in balancing work commitments alongside your personal life - to help you to flourish.

These sessions are available to all staff. Please speak to your manager if you need access to a device and time to attend during the working day <https://www.glasgow.gov.uk/staffupdates>

Raising a concern

This should be raised in the first instance with your line manager. Medical and wellbeing matters preventing you from carrying out your duties shall be addressed in confidence with your manager. Consideration will be given to reasonable adjustments commensurate with the information you provide. An individual risk assessment shall be carried out by the manager to establish your Covid risk rating. In addition, any supplementary information you provide shall form the agreed course of action that best protects you and others within their relevant working environments.

General inquiries in relation to the management of Covid arrangements throughout NRS can be raised via the Covid Review Group by contacting your line manager, or trade union representative or health and safety officer.

Self-Isolation

If you are at home and you develop symptoms you must not come to work. Instead you must contact your line manager, book a PCR test and self-isolate until you receive the result. If you receive a positive result you must self-isolate for 10 days or if negative you can return to work.

If you live with someone that has symptoms you should self-isolate straight away. If the symptomatic person receives a negative result you can end isolation straight away. If the symptomatic person receives a positive test you should continue to self-isolate and book a PCR test. If you are not a fully vaccinated adult, you should self-isolate for 10 days whether you have symptoms or not. If you are a fully vaccinated adult and receive a negative test result you may return to work.

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If you are at work and develop symptoms you should inform your line manager, go home, begin self-isolation and book a PCR test and remain in self-isolation until you receive the result.

If you have been working alongside a colleague that develops symptoms and goes home, there is no need for you to self-isolate until the symptomatic person receives results of their PCR test. If this test is positive you must go home self-isolate and arrange a PCR test. If you have been identified as a close contact via Test & Protect or the Environmental Health Team you must follow their instructions.

Further Information

Scottish Government – COVID-19

<https://www.gov.scot/coronavirus-covid-19/>

If you have any queries relating to this briefing, please contact your line manager in the first instance.

Audit Check

A member of the Promotions and Engagement Team will undertake spot checks for compliance. A member of the team may contact you to confirm the date, time and location that this briefing was delivered to your staffing group.