



CORPORATE ANNOUNCEMENTS

Tuesday 17 March 2020

Colleagues

Please see today's note – keeping you updated on our Covid-19 plans and homeworking.

Last night the government issued updated advice to help limit the spread of Covid-19 (coronavirus) which included advice that those who can work from home should do so. To reiterate, the purpose of this is to help slow the spread of the virus, rather than to protect individuals.

Updated advice from the government yesterday included:

- **if you live alone** - people showing symptoms suggestive of coronavirus should stay at home for 7 days from the day your symptoms started. This will reduce the risk of your infecting others. You should only contact NHS 111 or your local GP if your symptoms worsen during that period.
- **if you live with others** – members of a household where someone has suspected symptoms should stay at home for 14 days.
- **people over 70 and those who have high risk and underlying health conditions and pregnant women** are being strongly advised to stay at home as much as possible and significantly reduce unnecessary social contact.
- **schools will remain open** - however this decision will be monitored and reviewed
- **minimise social contact** by avoiding crowded areas and large gatherings
- **work from home** when possible – more details are provided below.

Homeworking

This morning I asked those of you that think you can work from home to discuss this directly with your line managers. In particular how it could work in practice to support the delivery of key services and your local operations. We are producing **key staff guidance on homeworking arrangements** – which we will be publishing in the coming days.

However over the course of today and tomorrow you will hear from your manager to discuss:

- Do you have meaningful work to do from home?
- How long will you be able to work from home for?
- How many staff in your team will still require to work in your office and how will you rotate that between members of the team?

Please understand that **you cannot** take a decision to work from home on your own without having first discussed it with your manager. This is because we deliver key services that vulnerable people across Glasgow rely on and we need to be able to plan to keep our city moving and our citizens supported during this challenging time.

Be aware that if you are working from home using computer equipment, you will need to visit the office once a week to hard wire your device and update your security software.

As outlined in my message yesterday, **our key priorities will continue to be:**

- delivering social care
- cleansing and public health
- education.

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Please all continue to **follow the latest health advice** and follow basic hygiene precautions, such as washing hands frequently, not touching your face and covering their nose and mouth with a tissue when coughing or sneezing. Updated advice available at <https://www.nhsinform.scot/coronavirus>

If you require to stay at home because you meet the criteria set out in the government advice then you will continue to be paid and the time you are off will not contribute to any absence management process.

Staff updates

- 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://www.glasgow.gov.uk/staffupdates>
- Visit www.glasgow.gov.uk/coronavirus for council services updates.
- Our web site can be viewed on any device at any time.

I would once again like to thank you all for your dedication and support to-date. We all play a key role in keeping our city moving and helping to contain this infection. Over the next few weeks we may need to be more flexible with regards to how and where we deliver these core services.

I will keep you updated on our plans as the situation develops.

Regards

Annemarie O'Donnell
Chief Executive

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