



## **CORPORATE ANNOUNCEMENTS**

The first and most important thing to say is that we can all play a role in delaying the spread of Covid-19. All of the following information is based on the current guidance from the UK and Scottish Governments.

If any staff or visitors in a council building start to show symptoms of the Covid-19 virus in a shared space then the following actions should be taken including, isolating the person and arranging for the areas to be cleaned by Property and Land Services.

Closure of workplaces, such as offices and public spaces, where there are suspected and/or confirmed cases of Covid-19 is not currently recommended in the guidance.

### **What you need to do**

To control any potential exposure to Covid-19 make sure that the following actions are taken:

- If a person shows symptoms and they can't make their own way home, they should be moved into a small room to self-isolate while arrangements are made to send them home, or get medical assistance, in extreme cases. Ideally the room should have a window and a phone.
- A member of staff (ideally a first aider) should remain outside the room until the person leaves the building.
- The room should be locked when the person leaves and nobody should go in the room until it has been cleaned.
- The person's desk and workspace shouldn't be used until it has been cleaned.
- All desks and hard surfaces within a two meter radius of the desk shouldn't be used and also needs to be cleaned. The area should not be occupied during this time.
- The shared area, desk and isolation room can be used again once it has all been cleaned.

### **Contact Property and Land Services for cleaning services**

Phone Property and Land Services on 0141 353 9017 and they will make arrangements for the area to be cleaned within six hours.

### **Action for all staff**

Each day you need to store away all movable items from your workspace so that the area can be cleaned.

Visit [www.glasgow.gov.uk/staffupdates](http://www.glasgow.gov.uk/staffupdates) for all staff updates about Covid-19

