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West Lothian Council

COVID-19

SOCIAL DISTANCING WITHIN DEPOT MEMO

PREPARED	SEPTEMBER 2020

TO: All colleagues based in [DEPOT]
FROM: Head of Operational Services
DATE:
SUBJECT: Social (Physical) Distancing within [DEPOT]

You will have seen in the news and via updates from the First Minister that the country still has a long way to go to overcome the virus. We need to continue to be vigilant and continue to adapt the way we work to take account of this.

As more people have come back into the depot to work we need to ensure we continue to protect ourselves, and others, in how we operate.

Social Distancing is an essential part of achieving this and the local outbreak which occurred at the [SUPERMARKET] depot highlights how important this is.

Despite the frequent and consistent government messaging about the importance of social distancing in managing the spread of Covid within our workplace, community and family, along with internal reminders from your services it is clear that individuals are still not adhering to this guidance and putting both themselves and colleagues in a position of risk.

It is essential that:

2m physical distancing is achieved within the depot when in communal spaces such as the messing area, briefing areas, changing areas and outside.

Frontline Operatives do not arrive earlier than necessary to get changed and present for work and equally depart swiftly at the end of shift.

Failures to comply with this will resort in enforcement being taken from an initial cautionary word through to counselling and formal disciplinary action for repeat offenders.

All other service specific Covid related safety measures are still in place with regards to vehicle use and whilst physically out on the job. This briefing note is a reminder about the specific requirements within the depot communal spaces.

These measures are there to protect all of us, so please ensure compliance and reinforce this with colleague when required.