



Issue Date: 18 March 2020

We are still awaiting Cosla guidance and in the meantime have been drawing on available health advice.

Vulnerable Groups

You will have heard the phrase “vulnerable groups” a lot recently. For clarity, this covers those who

- are 70 or over
- have a long-term health condition
- are pregnant
- have a weakened immune system

We are advising employees within these vulnerable groups to start working from home where possible.

In terms of “a long-term health condition”, as a guide for this the Scottish Government has been using the list of conditions which give those who are under-70 access to a free flu vaccine each year. This link shows the list of these conditions: [NHS Inform - People with a Health Condition](#) and Joanne Reilly our Occupational Health Nurse will be able to provide advice to any employee who is uncertain as to whether or not they fall into that category. Please call the personnel helpline on 01698 454667 to access that advice.

Please contact your line manager if you are within a vulnerable group to explore the work you can do. Whether you are working from the office or from home, every effort that everyone can make will help us continue to meet our residents’ needs at this difficult time.

Caring Responsibilities

Understandably, employees may require time away from the office to look after loved ones. In those circumstances, where we can we will facilitate home working. We will be flexible and sympathetic to meet your caring needs and we may ask you to take on different tasks to support ongoing efforts for those remaining at work. Even if your job makes homeworking too difficult there are things you will be able to do, such as catching up on learning via learn on line. In the small number of cases where homeworking, learning or alternative tasks are not available we will extend our special leave arrangements beyond our current level. Please contact your line manager to discuss what you need.

Social Distancing

We all need to take responsibility for limiting the spread of the infection so you should make sure you are following the guidance found here: [Social Distancing](#). As part of this guidance, we would encourage employees, including those not in vulnerable groups, to work from home rather than the office, where practicable and as often as possible, to help create space and reduce contact. Your manager will be able to discuss the options available to you.

Alternative Tasks

As already noted, we are all part of a collective effort to help our communities and residents through this situation. Your support and efforts so far, and to come, are hugely appreciated. We are asking you to continue to be flexible at this difficult time. We all need to help each other and in the weeks ahead we may need to adapt what we do, including providing more support for our NHS colleagues or to help out further in our communities.



Corporate communications from



Personnel Services



Be assured as soon as we receive Cosla or health updated guidance we will forward this on. In the meantime, please continue to follow general advice found here <https://www.gov.scot/coronavirus-covid-19/> and [NHS Inform - Covid-19](#) on about how to protect yourself in the current situation.

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