

May 2020

# Routemap for return to work

## Mapa-slighe airson tilleadh a dh'obair



# A Routemap for exiting lockdown

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The Scottish Government has published a Routemap for exiting lockdown and returning to a new normal.

This sets out a number of phases, gradually introducing relaxation, with regular reviews, for what activities can be done safely.

There are no set timescales for each phase and much will depend on greatly reducing the spread of Covid-19 and the introduction of testing, tracing and protecting those who test positive and those around them.

Handwashing, good hygiene and physical distancing remain important throughout.



# Routemap for the Council

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It will not be business as usual for some time yet, however work is underway to make preparations for a return to a new normal.

Staff forums are underway and a staff survey is being developed to capture any learning. A detailed FAQ will be prepared for staff to answer any questions and concerns.

A Recovery Board, chaired by the Depute Leader, has been established to provide strategic coordination for the Council's Recovery Action Plan. Work on key priorities, including governance, returning services and bringing staff back to work safely, will be led by Executive Officers.



# Phased return of services

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Recycling centres open from June.

Teachers return to school in June with schools reopening 11<sup>th</sup> August.

Some services to start up where these can be done safely, such as amenities and road repairs and maintenance.

The default is for staff to continue to work from home if they can do their jobs from their home.

PPE is only for health settings. Face coverings are only recommended for public transport and enclosed public spaces.

Greater contact for social work and support services for vulnerable groups.

Most meetings will be held online using Microsoft Teams or Skype. Corporate Resources Committee and Council will be held in June.

# What else does it mean for the Council?

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## The Council has new continuing responsibilities:

- Helpline
- Humanitarian assistance centres – Community Hubs
- Food, hardship and welfare projects
- Business grants
- Childcare hubs for key workers

## Our capacity is reduced – still dealing with a crisis

- Service interruption, uncertainty about phases, damage to economy and welfare, continued need for resilience, response, innovation and adaptation.

## Our Budget

- Additional costs and Loss of income over a long period

# What does this mean for you?



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- Many of our workforce are shielding and will need to continue to do so with further guidance on details coming in June.
- Many of you are working from home and if you can do your job completely from home this will continue as the default.
- If you cannot do all of your job or aspects of your job from home, and you are not shielding, then you will need to return to the workplace as services restart and buildings begin to reopen.
- It is important for everyone's wellbeing that you are able to do what work you can.
- Many of you have adapted to doing new roles which have been required to support the emergency. Some will need to continue in these roles and others will need to go back to your normal duties.
- Where some staff cannot return to normal duties yet, you may be asked to help out in a different role or to undertake training.
- Your line manager will keep in touch with you to keep you informed.
- We are discussing all arrangements with trade unions.

# Next steps




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- **Line manager contact**
- **Staff forums**
- **Union meetings**
- **Recovery Board**
- **Staff survey**
- **FAQs**
- **Further information on budget**
- **Scottish Government Routemap (pages 8-16)**

	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
 <b>Epidemic Status</b>	High transmission of the virus. Risk of overwhelming NHS capacity without significant restrictions in place.	High risk the virus is not yet contained. Continued risk of overwhelming NHS capacity without some restrictions in place.	Virus is controlled but risk of spreading remains. Focus is on containing outbreaks.	Virus has been suppressed. Continued focus on containing sporadic outbreaks.	Virus remains suppressed to very low levels and is no longer considered a significant threat to public health.
 <b>Criteria/Conditions</b>	R is near or above 1 and there are a high number of infectious cases.	R is below 1 for at least 3 weeks and the number of infectious cases is starting to decline.  Evidence of transmission being controlled also includes a sustained fall in supplementary measures including new infections, hospital admissions, ICU admissions, deaths of at least 3 weeks.	R is consistently below 1 and the number of infectious cases is showing a sustained decline.  WHO six criteria for easing restrictions must be met.  Any signs of resurgence are closely monitored as part of enhanced community surveillance.	R is consistently low and there is a further sustained decline in infectious cases.  WHO six criteria for easing restrictions must continue to be met.  Any signs of resurgence are closely monitored as part of enhanced community surveillance.	Virus is no longer considered a significant threat to public health.





	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	<p>Physical distancing requirements in place.</p> <p>Frequent handwashing and hygiene measures for all.</p> <p>Cough etiquette is maintained.</p> <p>Face coverings in enclosed public spaces, including public transport.</p> <p><b>Shielding:</b> We know how hard people at the highest clinical risk are finding the advice to shield, and that you are concerned about what will follow the initial 12 week shielding period. We will be updating the advice to people who are shielding in the course of the coming weeks. We will base that advice on what you are telling us about what matters to you, as well as on the evidence, in order to improve your quality of life while keeping your risks as low as possible.</p>	<p>Physical distancing requirements in place.</p> <p>Frequent handwashing and hygiene measures for all.</p> <p>Cough etiquette is maintained.</p> <p>Face coverings in enclosed public spaces, including public transport.</p>	<p>Physical distancing requirements in place.</p> <p>Frequent handwashing and hygiene measures for all.</p> <p>Cough etiquette is maintained.</p> <p>Face coverings in enclosed public spaces, including public transport.</p>	<p>Physical distancing requirements in place.</p> <p>Frequent handwashing and hygiene measures for all.</p> <p>Cough etiquette is maintained.</p> <p>Face coverings in enclosed public spaces, including public transport.</p>	<p>Physical distancing requirements to be updated on scientific advice.</p> <p>Frequent handwashing and hygiene measures for all.</p> <p>Cough etiquette is maintained.</p> <p>Face coverings may be advised in enclosed public spaces, including public transport.</p>





Protections advised in each phase



All decisions on phasing will be kept under review as the research evidence base on the impact of the virus and the effectiveness of different interventions builds.


# Scottish Government COVID-19 Routemap

	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	Lockdown restrictions:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:
 <b>Seeing family and friends</b>	<p>Strict physical distancing and hygiene measures.</p> <p>Contact should be within own household only.</p> <p>No public gatherings except for meetings of two people permitted.</p> <p>Self-isolation/household isolation if displaying symptoms.</p> <p>Shielding of very high risk individuals.</p>	<p>More outdoor activity permitted – such as being able to sit in the park, as long as physically distanced.</p> <p>Meeting up with another household outdoors, in small numbers, including in gardens, but with physical distancing required</p>	<p>Able to meet with larger groups including family and friends <b>outside</b> with physical distancing.</p> <p>Meeting people from another household <b>indoors</b> with physical distancing and hygiene measures.</p>	<p>Able to meet with people from more than one household <b>indoors</b> with physical distancing and hygiene measures.</p>	<p>Further relaxation on restrictions on gatherings.</p> <p>Continued importance of hygiene and public health emphasised.</p>
 <b>Getting around</b>	<p>Stay at home with essential travel only, staying in local area.</p> <p>Active travel including walking and cycling in local area for daily exercise.</p> <p>Public transport operating with limited service and capacity with physical distancing.</p> <p>Passengers recommended to wear face coverings, only to travel for essential purposes and to avoid busy routes/periods.</p>	<p>Consistent with the reopening of workplaces set out in this phase, where home working is not possible businesses and organisations are encouraged to manage travel demand through staggered start times and flexible working patterns.</p> <p>Permitted to travel short distances for outdoor leisure and exercise but advice to stay within a short distance of your local community (broadly within 5 miles) and travel by walk, wheel and cycle where possible.</p> <p>International border health measures are introduced.</p>	<p>Consistent with the reopening of workplaces set out in this phase, where home working is not possible businesses and organisations are encouraged to manage travel demand through staggered start times and flexible working patterns.</p> <p>People are permitted to drive locally for leisure purposes.</p> <p>Public transport operating increased services but capacity still significantly limited to allow for physical distancing. Travel at peak times discouraged as far as possible.</p> <p>May be geographical differences depending on circumstances.</p>	<p>Can drive beyond local area for leisure and exercise purposes.</p> <p>Public transport operating full services but capacity still significantly limited to allow for physical distancing. Travel at peak times discouraged as far as possible.</p> <p>May be geographical differences depending on circumstances.</p>	<p>Public transport operating full service.</p> <p>Physical distancing may remain in place.</p>



	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	Lockdown restrictions:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:
 <b>Schools, childcare and other educational settings</b>	<p>Schools and childcare services closed.</p> <p>Measures in place to support home learning and to provide outreach services to vulnerable children.</p> <p>Critical childcare provision for key workers and vulnerable children provided through hubs, nurseries and childminding services.</p> <p>Universities and colleges closed – remote learning and research.</p>	<p>School staff return to schools.</p> <p>Increased number of children accessing critical childcare provision.</p> <p>Re-opening of child minding services and fully outdoor nursery provision.</p> <p>Transition support available to pupils starting P1 and S1 where possible.</p>	<p>On campus university lab research restarted subject to physical distancing.</p>	<p>Children return to school under a blended model of part-time in-school teaching and part-time in-home learning. Public health measures (including physical distancing) in place.</p> <p>Subject to the progress of the scientific evidence, schools are expected to open on this basis on 11 August.</p> <p>All childcare providers reopen subject to public health measures, with available capacity prioritised to support key worker childcare, early learning and childcare (ELC) entitlement and children in need.</p> <p>Universities and colleges phased return with blended model of remote learning and limited on campus learning where priority. Public health measures (including physical distancing) in place.</p>	<p>Schools and childcare provision, operating with any necessary precautions.</p> <p>College and university campuses open – including key student services with any necessary precautions.</p>


	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	Lockdown restrictions:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:
 <b>Working or running a business</b>	<p>Closure of non-essential workplaces.</p> <p>Social distancing requirements for essential businesses.</p> <p>Remote working is the default position.</p>	<p>Remote working remains the default position for those who can.</p> <p>For those workplaces that are reopening, employers should encourage staggered start times and flexible working.</p> <p>Non-essential <b>outdoor</b> workplaces with physical distancing resume once relevant guidance agreed.</p> <p>Construction – Phases 0-2 of industry restart plan can be implemented. Industry to consult government before progressing to phase 2.)</p> <p>Preparing for the safe reopening of the housing market.</p> <p>Workplaces resuming in later phases can undertake preparatory work on physical distancing and hygiene measures.</p>	<p>Remote working remains the default position for those who can.</p> <p>Non-essential <b>indoor non-office-based</b> workplaces resume once relevant guidance agreed – including factories &amp; warehouses, lab &amp; research facilities – to re-open with physical distancing.</p> <p>Construction sector to implement remaining stages of phased return.</p> <p>Relaxation of restrictions on housing moves.</p>	<p>Remote working remains the default position for those who can.</p> <p>Non-essential <b>indoor office</b> workplaces can open, once relevant guidance agreed, including contact centres with physical distancing.</p>	<p>Remote and flexible working remains encouraged.</p> <p>All workplaces open with improved hygiene and in line with public health advice.</p>

	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	Lockdown restrictions:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:
 <b>Shopping, eating and drinking out</b>	<p>Shopping for necessities, with distancing measures.</p> <p>Closure of non-essential retail, libraries and some indoor public spaces.</p> <p>Closure and restriction of businesses selling food or drink.</p> <p>Closure of outdoor markets.</p>	<p>Gradual re-opening of drive through food outlets.</p> <p>Garden centres and plant nurseries can reopen with physical distancing.</p> <p>Associated cafes should not reopen at this stage except for takeaway.</p>	<p>Previously closed small retail units can reopen with physical distancing.</p> <p>Outdoor markets with physical distancing, hygiene measures and controls on numbers of people within market.</p> <p>Pubs and restaurants can open outdoor spaces with physical distancing and increased hygiene routines.</p>	<p>Larger retail can reopen with physical distancing.</p> <p>Pubs and restaurants can open in indoor spaces with physical distancing and increased hygiene routines.</p> <p>Personal retail services including hairdressers open (with distancing and hygiene.)</p>	<p>All open with improved public health advice.</p> <p>Shop local still encouraged.</p>
 <b>Sport, culture and leisure activities</b>	<p>Daily (unlimited) exercise.</p> <p>Closure of entertainment premises and leisure facilities.</p> <p>Closure of playgrounds.</p> <p>Closure of holiday accommodation.</p>	<p>Consistent with the rules and guidance that are applicable to any activity in this phase:</p> <p>Unrestricted outdoors exercise adhering to distancing measures.</p> <p>Non-contact, outdoor activities in your local areas e.g. golf, hiking, canoeing, outdoor swimming, angling.</p>	<p>Reopening of playgrounds and sports courts.</p> <p>Resumption of professional sport in line with public health advice.</p>	<p>Museums, galleries, libraries, cinemas open, subject to physical distancing and hygiene measures.</p> <p>Gyms open subject to physical distancing and hygiene measures.</p> <p>Relaxation of restrictions on accommodation providers.</p> <p>Live events permitted with restricted numbers and physical distancing restrictions.</p>	<p>Further relaxation of restrictions on live events in line with public health advice.</p>

	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	Lockdown restrictions:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:
 <b>Community and public services</b>	<p>Limited number of courts open and business limited.</p> <p>All jury business halted.</p> <p>Other services restricted where necessary in line with public health advice.</p>	<p>Gradual resumption of key support services at the community level with physical distancing and hygiene measures.</p> <p>Restarting face-to-face Children's Hearings with physical distancing.</p> <p>Greater direct contact for social work and support services with at-risk groups and families with physical distancing and hygiene measures.</p> <p>Access to respite/day care to support unpaid carers and for families with a disabled family member.</p> <p>Household Waste Recycling Centres open.</p> <p>Re-opening of court and tribunal buildings, with limited business and public access.</p>	<p>Further scaling up of public services from Phase 1 where it is safe to do so.</p>	<p>Further resumption of justice system processes and services.</p>	<p>Public services operating fully, in line with public health advice, with modifications and changes to service design, including increasing use of digital services where appropriate.</p>



	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	Lockdown restrictions:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:
 <b>Gatherings and occasions</b>	<p>No public gatherings of more than two people.</p> <p>No mass gatherings.</p> <p>Funerals take place with limited number of attendees.</p>	<p>No public gatherings permitted except for meetings of two households, outdoors and with physical distancing.</p>	<p>Registration offices open for high priority tasks.</p> <p>Places of worship open for private prayer under physical distancing rules and hygiene safeguards.</p> <p>Allow marriages and civil partnerships and other types of ceremonies to take place with minimal number of attendees.</p>	<p>People can meet in extended groups subject to physical distancing.</p> <p>Places of worship open to extended groups subject to physical distancing and hygiene safeguards.</p> <p>Relaxation of restrictions to attendance at funerals, marriages and civil partnerships beyond "close family".</p>	<p>Mass gatherings resume in line with public health advice.</p> <p>All ceremonies can take place, with improved hygiene and other precautions.</p>
 <b>Health and social care</b>	<p>All non-urgent care health care services stopped and capacity focused on COVID-19 response:</p> <p>COVID hubs and assessment centres.</p> <p>Urgent care including dental and the creation of ICU capacity.</p> <p>Joint working to reduce delayed discharges by over 60% and prioritising "home first" and prioritisation of safety and wellbeing of care home residents and staff.</p> <p>Urgent and cancer care still available.</p>	<p>Beginning to safely restart NHS services, covering primary, and community services including mental health.</p> <p>Phased resumption of some GP services supported by an increase in digital consultations.</p> <p>Roll out the NHS Pharmacy First Scotland service in community pharmacies.</p> <p>Increase care offered at emergency dental hubs as practices prepare to open.</p> <p>Restart, where possible, urgent electives previously paused.</p>	<p>Remobilisation plans implemented by Health Boards and Integrated Joint Boards to increase provision for pent up demand, urgent referrals and triage of routine services.</p> <p>Reintroduce some chronic disease management which could include pain services, diabetic services.</p> <p>All dental practices open to see patients with urgent care needs. Urgent care centres provide urgent aerosol generating procedures.</p> <p>Prioritise referrals to secondary care begin.</p>	<p>Emergency and planned care services delivered.</p> <p>Expansion of screening services.</p> <p>Adult flu vaccinations including in care homes and care at home.</p> <p>All dental practices begin to see registered patients for non-aerosol routine care. Urgent care centres to provide aerosol generating procedures.</p> <p>All community optometry reopens with social distancing safeguards.</p>	<p>Full range of health and social care services provided and greater use of technology to provide improved services to citizens.</p>

	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
	Lockdown restrictions:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:	As with previous phase but with the following changes:
 <b>Health and social care continued</b>		Resumption of IVF treatment, as soon as it is safe to do so, and subject to the approval of HFEA.  Increase provision of emergency eyecare in the community.  We will consider the introduction of designated visitors to care homes.	Increase number of home visits to shielded patients.  Continue to plan with COSLA and Scottish Care to support and, where needed, review of social care and care home services.  Phased resumption of some screening services.  Expand range of GP services.  Phased safe resumption of essential optometry/ ophthalmology services.  Phased resumption of visiting to care homes by family members in a managed way where it is clinically safe to do so	Some communal living experience can be-restarted when it is clinically safe to do so.	

Notes: Above examples are illustrations, and are not intended to be comprehensive. Each phase description should be viewed as a general description rather than precise definitions of permitted activities.

All decisions on phasing will be kept under review as the research evidence base on the impact of the virus and the effectiveness of different interventions builds.