SAFER WORKPLACES CROSS-SECTORAL GUIDANCE: LABORATORIES AND RESEARCH FACILITIES

Overview

This guidance is for all laboratories and research facilities in Scotland, including those on university campuses. It came into effect on 29 June 2020 and extends until further notice. It will be reviewed in line with the First Minister’s regular review of Coronavirus restrictions. The guidance was last updated on 15 January 2021.

It is one of a set of Scottish Government sectoral guidance on Safer Workplaces applicable as we progress through the phases of our route map.

As set out in Coronavirus (COVID-19): Scotland’s Strategic Framework, to best tackle the virus, and protect people, we are moving to an approach based on five levels of protection. This allows for a rapid and proportionate response to be taken – locally or nationally – using a transparent range of measures and options.

At each level, working from home, where possible, remains the default position for research. Where this is not possible, both essential and non-essential work can take place in laboratories and research facilities (following this guidance) in localities that are subject to protection levels 0-3 in the Strategic Framework.

In areas at the highest level of the strategic framework, protection level 4, or in lockdown, only essential work should take place in laboratories and research facilities, including research libraries and research archives. For a definition of what is deemed essential work in laboratories and research facilities see the ‘where we are now’ section below.

Working from home protects the NHS and saves lives. The current lockdown puts additional restrictions on mainland areas. If you are able to work from home, you must do so wherever possible. Under current rules you need to have a reasonable excuse for leaving the house if you are in mainland Scotland. This can include going to work in labs and research facilities if that work cannot be done from home but only if that work is essential (see below).

By law, employers must take all reasonable steps to minimise the risk of the incidence and spread of coronavirus. This includes supporting staff to work from home for those roles that can be undertaken remotely.

Read further information: coronavirus; working from home guidance.

Please see furlough guidance: Coronavirus Job Retention Scheme.
Further information on the Scottish Government’s approach to returning to work safely.

We have worked with employers and trade unions from universities and the life sciences and other science-related sectors to ensure that this guidance is evidence-based, fair and ethical, clear and realistic. As each workplace is different, it is for individual organisations to work with trade union or workforce representatives to determine how best to apply this guidance in their circumstances.

This guidance is underpinned by a spirit of collaborative working between organisations and their workforce, staff and students. Throughout, the terms organisations and trade union or workforce representatives are used in that context, acknowledging that organisations have a legal responsibility to maintain workplace health and safety and must consult with the health and safety representative selected by a recognised trade union or, if there is not one, a representative chosen by staff. Employers cannot decide who the workforce representative will be.

This document is one of a set of documents about how to work safely in different types of workplaces should it not be possible to work from home, which remains the default. This guidance sets out our expectations on what laboratories and research facilities of all sizes, sectors and disciplines need to consider as part of their planning for continued working in the context of national and local restrictions.

This is provided as guidance only and does not amount to legal advice. Individual facilities or institutions may wish to seek their own advice to ensure compliance with all legal requirements.

The guidance emphasises in particular the importance of undertaking robust and ongoing risk assessments with full input from trade union or workforce representatives, and to keep all risk mitigation measures under regular review so that workers, staff and students continue to feel, and be, safe.

This guidance is based on the principles set out in Coronavirus (COVID-19): a framework for decision making and our long-established commitment to fair work, which was set in the context of the current crisis in a joint statement with the STUC (which we have taken into account when developing this guidance).

The scope of this guidance covers all indoor research environments including:

- research and testing laboratories
- engineering centres
- clean rooms
- prototyping centres
- wet laboratories
- wind tunnels
- computer laboratories
• simulators
• material development laboratories
• specialist testing rooms
• field research centres
• research libraries and research archives
• all similar workplaces

These environments are in a variety of organisations, such as life sciences and other science-related businesses, universities, colleges, innovation centres and research institutes. They are collectively referred to as “organisations” throughout this guidance.

Universities should also consider the Scottish Government’s guidance on universities, colleges and student accommodation providers.

Organisations working in multi-purpose sites, for example those in the life sciences sector, may also find it useful to consider the Scottish Government’s manufacturing guidance.

If appropriate, laboratories and research facilities may also want to consult Health Protection Scotland’s guidance on Covid-19 sampling and laboratory investigations.

Laboratories and research facilities may also wish to consult policy guidance on support for CSO funded research projects. This includes a framework published by NIHR for restarting research activities paused due to the COVID-19 pandemic.

The remainder of this guidance sets out our minimum expectations across five key areas that organisations will need to consider as part of their planning for restarting or adapting activity, while minimising the transmission of the virus:

• assessing risk – involving the workforce, staff and students in a risk-based approach to a safer workplace
• workforce planning – supporting those who should come to work and those who should not
• operational guide and checklist – changing the workplace environment to protect your workforce, staff and students
• deliveries, distribution and visitors – protecting your workforce, staff and students and those who come on-site
• training and compliance

Where we are now

On 23 October, the First Minister announced the introduction of the Strategic Framework, which sets out our approach to suppress the virus in Scotland to the lowest possible level and keep it there, while we strive to return to a more normal life for as many people as possible. This represents an approach to outbreak
management based on five levels of protection (the Protection Levels Framework) and the ability to impose restrictions nationally or locally. The five protection levels consist of four levels above the Route Map Phase 3 baseline (or ‘Level 0’). The Strategic Framework and levels approach came into force on 2 November. Additional lockdown measures came into force on 5 January that go beyond the current Framework. These were further strengthened on 13 January.

Physical distancing requirements are set out in the schedules of the Health Protection (Coronavirus) (Restrictions and Requirements) (Local Levels) (Scotland) Regulations 2020. A person who is responsible for carrying on a business or providing a service must take all reasonable measures. This guidance should be read in conjunction with the Scottish Government’s and NHS Scotland’s business and physical distancing guidance which still applies.

Following the First Minister's statement to Parliament on 15 October, regulations were introduced to bring the rules on wearing face coverings in workplace canteens into line with rules in restaurants and cafes. From 16 October, anybody in a workplace canteen will have to wear a face covering when they are not seated at a table - for example if they are queueing, or are entering or leaving the canteen or going to the bathroom. A further change took effect on Monday 19 October, requiring face coverings to be worn in communal areas (in general terms, any area where a person is not at their workspace and may mix with others), such as corridors.

Protection Levels for laboratories and research facilities

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Non-essential work in laboratories and research facilities resumed in phase 2 of the route map, including research libraries and research archives. This remains the position for all areas in Scotland that are subject to Protection levels 0-3 described in the Strategic Framework. However, in areas that are subject to Protection Level 4 or lockdown, only essential work should be carried out in laboratories and research facilities, including research libraries and research archives, similar to the situation in other workplaces.

Essential work in laboratories and research facilities

Laboratories and research facilities located in areas subject to protection level 4 or lockdown should only carry out work that is critical and essential.

Critical and essential work is defined as an activity that

- cannot be delayed until the protection level for the area has been lowered;
• cannot be carried out at home or outdoors;
• is safe for the people involved (based on risk assessment);

and falls within at least one of the following categories:

• Any activity, in any discipline, that is directly or indirectly related to any of the following:
  o Medicine
  o Human health and wellbeing
  o Public health
  o Health and safety
  o Healthcare, social care or self-care
• Any indoor activity that is needed to enable or support outdoor experiments, surveying, sampling, field trials or other field work
• Any activity on long-term experiments, surveys, analysis or trials, the disruption or delay of which would have long-term negative research impacts that could not be easily undone at a later stage
• Any work carried out by a postgraduate student, research student, apprentice or trainee, the disruption or delay of which would delay or endanger obtaining their degree or certification
• Any activity needed to look after living organisms or parts thereof on-site, or any other type of collection, machinery or other resource that needs regular attention on-site, or any other activity needed to safeguard health & safety or animal welfare on-site
• Any short term activity (such as testing, analysis, short experiments) that contributes to protecting, supporting or enabling any of the following:
  o National security
  o National critical infrastructure
  o A criminal or judicial investigation or process
  o Any other official process, investigation or certification
  o Biosecurity, plant health or animal health & welfare
  o Food security or food safety
  o Environmental protection or nuclear safety
  o International trade
  o Construction or Manufacturing industries
  o A legal or statutory duty
• Any activity needed to enable or support any of the above.

Use of libraries and archives in Level 4 or lockdown

Access for essential research to libraries and archives can be arranged by exception only where resources are not available online or via click and collect. There should be no access for research activity unless it meets the criteria of “essential” as defined above.

Business support

There has been an unprecedented package of support announced from both the Scottish and UK Governments to support businesses. This support should help
many employers preserve their business, maintain jobs and pay their workers throughout this crisis. Information on business support is available through findbusinesssupport.gov.scot. We urge all businesses to make use of this. In the event of closures for businesses involving laboratory and research work, all available support measures must be utilised to protect the jobs and incomes of the sector.

Assessing risk

Health and Safety

In aligning with the above principles and planning, this guidance does not supersede existing health and safety legislation and organisations will continue to abide by these obligations, including the legal duty on employers to conduct risk assessments and engage with health and safety committees (SRSC).

Specifically on COVID-19, throughout lockdown, at all protection levels of the Strategic Framework and through all phases of the route map, organisations will have regard to general health and safety guidance¹ and to the requirements for reporting cases.

Employers must ensure that the risks are controlled so far as is reasonably practicable. All employers need to carry out an appropriate COVID-19 risk assessment, as they would for other health and safety related hazards. This is a risk-led approach to identify and implement sensible measures to control the risks. The assessment should consider what measures need to be implemented to protect the health and safety of all staff, students, visitors and contractors. These will be influenced by site specific factors. See: further advice on carrying out COVID-19 risk assessments.

Controls should be considered following the hierarchy of control approach, i.e. measures such as working from home and physical distancing. Enhanced ventilation and cleaning regimes should be prioritised with the use of PPE being a measure of last resort. Outcomes should explain to others what they are required to do and help staff with planning and monitoring to ensure the controls are implemented and remain effective and are updated in the light of emerging evidence or changes in public health advice.

Public health measures

To stay safe and protect others we must minimise the opportunity for Coronavirus (COVID-19) to spread from one person to another. Physical distancing, hand hygiene and respiratory hygiene are the most important and effective things we can

¹ For example https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf
all do to prevent the spread of coronavirus. Essential public health measures in labs and research facilities include:

- minimising contact with others (physical distancing, quarantine, groupings);
- enhanced hygiene and environmental cleaning arrangements;
- wearing face coverings or appropriate personal protective equipment (PPE) where necessary;
- a requirement that people who are ill, self-isolating or under an obligation to quarantine stay at home; and active engagement with Test and Protect.

Organisations should encourage staff, students and visitors to follow the Scottish Government’s FACTS advice:

- face coverings in enclosed spaces
- avoid crowded places
- clean your hands and surfaces regularly
- 2 m physical distancing
- self-isolate and book a test if you develop coronavirus symptoms.

**Involving the workforce in a risk-based approach**

**As a minimum we expect:**

- a risk-based approach to be followed to protect the health and safety of employees, staff and students and ensure the longer-term economic viability of the organisation
- employees, staff and students to be fully engaged in that process, through trade union or workforce representatives

*The Health and Safety Executive’s short guide* can help to support employers with what they need to do to comply with the law. The risk assessments required to implement a risk-based approach may be considered to fall in two broad categories.

Firstly, there will be risk assessments to underpin general protocols describing how people can use a research facility or laboratory building. These will address questions regarding safely entering the building, moving around within it and using facilities such as offices, networked printers, canteens, toilets, etc. These will apply to everyone on the site and be drawn up by the management for the building, in consultation with relevant interested parties.

Secondly, further sets of risk assessments will be required relating to particular scientific operations undertaken in each research facility or laboratory. These will be immediately relevant to the groups of staff using each of the laboratories and facilities, and may be much less relevant to the rest of the staff. Delivery of these risk assessments will require considerable understanding of the risk assessment
process as well as technical expertise in the relevant scientific operations, together with detailed knowledge of how people interact in the laboratories.

Joint working

This guidance has been developed in collaboration with industry and trade unions on the basis that both have essential roles to play in planning for restart. Organisations that have successfully been able to continue essential production, and laboratory and research activities, during the COVID-19 crisis have highlighted the importance of joint working. Protecting the health of employees, staff and students has been at the heart of this joint approach which is fundamental to establishing shared confidence around the safety of returning to places of work and supporting a recovery in productivity.

Implementation phases

Carrying out a robust risk assessment with full workforce involvement (of recognised trade union safety representatives or relevant employee safety representatives) will identify the practical measures that can be put in place to minimise the spread of the virus at a workplace level. Risk assessments should be completed for different laboratory and research facilities within the same building. The assessment should include a phased implementation timetable, structured broadly as set out below.

Planning

Plans to re-open, or, in level 4 or lockdown areas, continue to keep open, a workplace should be developed in consultation with the workforce, staff and students and updated on an ongoing basis. Planning must be based around risk assessments and safe systems of work, emphasising physical distancing and hand washing, fair work principles and be designed to enable an approach that allows the organisation to operate while protecting employee health and well-being.

Preparation

Physical distancing and hygiene measures require certain activities to be carried out before a restart – for example screens installed, one-way personnel movement systems established, two metre zones put in place, canteen re-arrangement, personal protective equipment (PPE) provision, hand sanitisers, etc. Briefings and inductions into the new ways of working must take place. These all take time and require resourcing and commitment. Similarly, adaptations may be needed to enable continued essential activity in level 4 localities.

Pilots

Experience confirms the value of trialling new ways of working before wider implementation is attempted. A limited-scale pilot to test systems, find weaknesses and make improvements before a wider implementation is essential.

Dynamic assessment
Risk assessments and adoption of mitigation measures should be part of regular, ongoing dialogue between employers and trade unions or workforce representatives. This dialogue should identify what measures are working, where refinements are possible and any gaps remaining. Reviews of measures and risks should be frequent, with daily assessments of progress initially not unusual.

Open and ongoing engagement between trade union or workforce representatives should enable adjustments to be made quickly and smoothly at the relevant stage. This may include tightening workplace restrictions or reducing numbers on-site if there is a change in protection level in the local area or the dynamic risk assessments indicate this is necessary.

**Utilising expertise**

Organisations should ensure their health and safety professionals and representatives have the skills, training and knowledge to understand the risks associated with COVID-19. Where organisations and their workforce do not have access to these skills in-house, they should explore external support options to put in place appropriate mitigation measures. For example, through their trade association, health and safety consultancies or trade union health and safety representatives. All of these can help organisations understand the risks associated with different activities and situations within individual organisations and offer the support that managers, staff and students may require.

For workplaces without union representation, union health and safety representatives are available upon request to support the development of workplace risk assessments.

**Building confidence, supporting wellbeing**

Workers may have concerns about how safe the working environment may be and so may require reassurance and evidence that recommended measures have been put in place to ensure safety. Employers should recognise the need to have clear and regular communications with employees, using multiple channels to reinforce key messages. Visual material has proven to be beneficial in demonstrating changes that have been, or are being, made, especially where language barriers exist.

A clear message from employers and trade unions is that building and maintaining employee confidence is vitally important and a challenge that should not be underestimated.

**Workforce planning**

**Supporting those who should come to work, and those who should not**

As a minimum we expect:
• working from home to continue to be the default, where possible. That might include a blended approach, using laboratory or other specialist facilities when necessary, while working from home for office-based activities such as to analyse and interpret data, or tele-conferencing to discuss findings with colleagues
• health factors to be considered in any planning of work, with employees living in vulnerable or shielded households only expected to attend in laboratories and research facilities when appropriate safe working environment measures are in place and on-site work is consistent with individual medical advice and the advice on the level of shielding in the Strategic Framework applicable to the local area. In lockdown areas, people that are shielding should work only from home and not go to work at laboratories and research facilities.
• new laboratories and research facilities arrangements to be tested and modified through collaboration between employers and employees
• organisations to take travel to work and childcare considerations into account in decisions and to manage travel demand through staggered start times and flexible working patterns

**Continue home working**

Minimising the spread of the virus will remain important in ensuring the overall protection of public health. Therefore planning for safe work should assume that those able to work from home will continue to do so. Organisations should plan for the minimum number of people needed on-site to operate safely and effectively, with a limited attendance on-site for many organisations, especially those in areas at protection level 4 or under lockdown.

Working from home as a public health measure has been a crucial factor in mitigating the transmission of the virus in the general public and is an effort we must continue.

In mainland areas, we need every organisation to work with their workforce to look again at their operations, and to make sure that every single function that can be done by people working at home is being done in that way.

This means that only work that requires access to laboratories and research facilities should be completed on-site. If work can be completed from home, it should be. In local areas that are at protection level 4 or under lockdown, **only essential work** should be undertaken on-site. Non-essential work that cannot be done at home should be halted until the local protection level is reduced.

Home working will be new to many and may have been implemented at pace, without normal health and safety planning to ensure people have suitable working arrangements and equipment. Organisations should also consider how to best support working from home (for example, provision of laptops, mobile phones, video conferencing services, etc.). Please see the Health and Safety Executive (HSE) advice on [home working for further information](http://www.hse.gov.uk/home.htm).
The Scottish Government has also published guidance to support the continuation of homeworking during the coronavirus pandemic.

The Equality and Human Rights Commission (EHRC) Scotland has also provided guidance for employers for those who are homeworking with protected characteristics.

Pilot measures

Implementing new enhanced safety measures may take time to bed in. It is good practice to pilot measures, either within part of a facility and / or with a proportion of the workforce at lower risk from the virus, before rolling out across the workplace as a whole. Travel to work and childcare considerations for individual employees should be taken into account by organisations in discussion with trade unions or employee representatives, before deciding which individuals to involve in on-site pilots or adapted work activity.

Employee health and well-being

Employers should ensure the organisational culture is inclusive, with the aim that every employee should feel that they are returning to a supportive, caring and safe environment. The pandemic has had an unequal impact across the workforce, as different employee groups, and individuals, will have been affected in diverse ways according to factors such as their job role, geographic location, research discipline, and demographic/ personal circumstances. Therefore, it is important that organisations foster a fair and inclusive working environment that does not tolerate discrimination. There is also a risk of victimisation of those who have been infected by, or suspected of being so, or are more vulnerable to COVID-19 which should be addressed.

The following guides from the Health and Safety Executive provide useful sources of information:

- working safely during the coronavirus outbreak - a short guide
- talking with your workers about working safely during the coronavirus outbreak

Equalities

Individual health circumstances and protected characteristics should be considered and discussed with workers before prioritising who is asked to work on-site. This should recognise the protective measures required to minimise health risks to vulnerable or shielded workers. Workers in the shielding category should not be expected to physically attend work depending on the level of shielding advice in place in the local area. In areas under lockdown, they should not be asked to leave home for work at all. Every effort must be made to explore how they can work from home. Permission should be sought from individuals before collecting any information on health conditions of those within their household.
Consideration should be given within the risk assessment as to whether staff might be at higher risk than others depending on their individual circumstances, health conditions or belonging to a group with legally protected characteristics.

In addition to the existing legal responsibilities under the Equality Act, there are other issues that employers should consider to ensure workplaces are inclusive and are taking account of the impact of COVID-19 on particular groups, such as women, disabled people and people from ethnic minority communities.

The Equality and Human Rights Commission (EHRC) Scotland can provide advice on a range of issues such as:

- non-discrimination
- reasonable adjustments for disabled people and communication with employees on equality issues
- support for pregnant employees or employees on maternity leave
- flexible working for those with caring responsibilities
- how to deal with harassment at work

EHRC have also produced guidance for public sector employers about equality impact assessments and having due regard to the Public Sector Equality Duty and Scottish Specific Duties during the pandemic.

Reasonable adjustments should be made to avoid disabled workers being put at a disadvantage, and the health and safety risks for new or expectant mothers should be assessed. It is important to make sure the steps implemented do not have an unjustifiably negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.

Given that there is some evidence which suggests that COVID-19 may impact disproportionately on some groups, in particular Black, Asian and Minority Ethnic (BAME) communities, employers should ensure that Occupational Health Service provide practical support to BAME staff, particularly where they are anxious about protecting themselves and their families. All minority ethnic staff with underlying health conditions and disabilities, who are over 70, or who are pregnant should be individually risk assessed, and appropriate workplace adjustments should be made following risk assessment.

Organisations should also acknowledge the range of factors likely to cause stress or anxiety amongst employees, ranging from living with lockdown arrangements to concerns about travel, schools, caring responsibilities and relatives impacted by the virus, amongst others. This may have implications for mental health with managers encouraged to be conscious of how these factors may impact on the well-being of individual staff members. Organisations and trade union or workforce representatives should be alert to this and direct anyone experiencing mental health issues towards available support.
Close the Gap, through their ‘Think Business Think Equality’ toolkit, have produced guidance on employers supporting workers affected by domestic abuse during the pandemic. A more general online self-assessment resource for employers on domestic abuse is also available. The RNIB also provide information on employing partially sighted and blind workers during COVID, and a COVID risk assessment tool.

Close the Gap have also produced some actions that employers can take to reduce discrimination and advance gender equality at work.

**Returning to work**
- Conduct individual risk assessments for pregnant women and women returning to work from maternity leave.
- Conduct individual risk assessments for BME women who are disproportionately affected by Covid-19.
- Ensure that all employees have access to PPE, where required, and that it is appropriately sized and well-fitting for female staff.
- Support disabled female employees by conducting risk assessments, and make reasonable adjustments where required.
- Ensure return to work plans and risk assessments consider the impact of caring responsibilities, which mainly affects women, and include mitigation where this affects an employee’s ability to return to work safely.
- Ensure that all staff, including part-time staff who are mainly women, and those returning from maternity leave are able to access training on returning to the workplace, and that this is delivered within working hours.

**Caring responsibilities**
- Adopt a default flexible approach to staff with caring responsibilities, who are more likely to be women. This could include flexible hours, reduced or reallocated workloads, and/or using flexible furlough provisions.
- Regularly check-in with staff to see how they are managing balancing work with caring responsibilities. This may change if there is a move to blended learning in schools, or if individual schools, nurseries and care services are temporarily closed or reduced again.
- Ensure staff who are caring for someone that has been shielding, which will be more likely to be female staff, are supported to work from home if they wish to.

**Data gathering**
- Collect intersectional gender-disaggregated data on the impact of COVID-19 on employees. This could include data on:
  - Staff who have been furloughed, by job role, grade, division/service, and the reason for furloughing;
- The impact of working from home, and how this was affected by childcare, home learning and care for older people and disabled people;
- Which employees have returned to work;
- Changes to working patterns; and
- Employees who have been made redundant, or are currently in a selection pool for redundancy, by job role and grade.

Close the Gap suggest that employers may want to use this data to identify gendered patterns in the experiences of male and female staff, which will help to inform workforce planning and employment practice during Covid-19.

**Apprenticeships and Training Providers**

Apprentices can work on-site at the same time as their co-workers. For specific concerns regarding safe work for apprentices there is information and support and apprentices can speak to an advisor directly on 0800 917 8000.

It is important to ensure there is a functioning training infrastructure to support economic recovery and the sustainability of apprenticeship programmes. For those Training Providers and assessors that are providing continuity of contracted services for apprentices, learners and employers in the workplace during the pandemic must adhere to the applicable sectoral guidance and local restrictions.

**Outbreak Management**

Organisations should suspect an outbreak if there is either:

- Two or more linked cases (confirmed or suspected) of COVID-19 in a setting within 10 days - where cross transmission has been identified; or
- An increase in staff absence rates, in a setting, due to suspected or confirmed cases of COVID-19.

If an organisation suspects a COVID-19 outbreak, they should immediately inform their local NHS board Health Protection Team (HPT). The organisation may be then contacted by them, as they may get information from NHS Test & Protect or other sources.

In the event of an outbreak:

- Continue to follow 'General Guidelines' to reduce risk, as detailed above.
- The local Health Protection Team will undertake a risk assessment and conduct a rapid investigation. They will advise on the most appropriate action to take.
- Staff who have had close contact with case(s) will be asked to self-isolate at home. In some cases, a larger number of other staff may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, the local
health protection team will take this into account in determining whether closure of the whole setting will be necessary.

- Depending on the risk assessment outcome, the Health Protection Team may establish an Incident Management Team (IMT) to help manage the situation.
- The Incident Management Team will lead the Public Health response and investigations, and work with the organisation to put appropriate interventions in place.

To control an outbreak the Health Protection Team and Incident Management Team will work with the organisation to put appropriate interventions in place. These will generally include ensuring that the preventive measures described in 'General guidelines to prevent spread of COVID-19' (detailed above) are fully implemented. Other measures may include:

- Cleaning in the setting: for cleaning and waste management, refer to guidance on cleaning in non-healthcare settings for maintaining hygiene.
- Consider wider testing of affected population and staff:
- Information: ensure that staff (and other relevant people) are aware of what has happened and the actions being taken.
- Closure: may be done following advice from the Health Protection Team and Incident Management Team or the business may make their own decision on closure ahead of this advice as a precaution or for business continuity reasons

The Health Protection Team or Incident Management Team will declare when the outbreak is over.

**Legionella Testing**

There is an increased risk of Legionnaire’s Disease when buildings have been out of use, or not running at full capacity. This is because water systems may become stagnant when not in use, increasing the risk of legionella within water supplies. Many public and office buildings have been closed during the COVID-19 crisis, making legionella a legitimate concern as lockdown restrictions are eased.

The Health and Safety Executive have published advice on the risk of Legionella in buildings which are closed or running with reduced occupancy during the COVID-19 crisis on the Royal Environmental Health Institute of Scotland (REHIS) website.

Building owners or operators should undertake a health and safety check of buildings, and deep cleaning prior to reopening where necessary, to mitigate risks. More information can be found on the HSE website at this link.

**Test and Protect**

Test and Protect, Scotland’s approach to implementing the 'test, trace, isolate, support' strategy is a public health measure designed to break chains of transmission of Coronavirus (COVID-19) in the community.
The NHS will test people who have symptoms, trace people who may have become infected by spending time in close contact with someone who tests positive, and then support those close contacts to self-isolate. That means if they have the virus they are less likely to pass it on to others. Organisations will play a vital role in ensuring that their workers are aware of and able to follow the public health advice and should ensure that fair work principles are followed when staff members have to self-isolate.

Organisations should follow public health guidance if a worker becomes unwell with coronavirus symptoms at work. The person should leave work to self-isolate straight away and, if possible, wear a face covering on route and avoid public transport.

Organisations should direct workers to NHS Inform or, if they can’t get online, call 0800 028 2816, to arrange to get tested.

Until they have been tested and told if it is safe to leave home, organisations should make sure that staff do not have to, or feel that they have to, come in to work. Workers can request an isolation note through NHS Inform.

People who have tested positive for the virus will need to self-isolate for a minimum of 10 days. NHS contact tracers will interview them and get in touch with people they have been in close contact with, and tell them they must self-isolate for 10 days. If organisations are informed by a contact tracer that they should isolate, organisations should help them to do so straight away. They may feel well, as the virus could still be incubating when they are asked to isolate.

Some people who are asked to isolate may not become unwell, but they must stay at home and self-isolate for the full 10 days. Organisations can ask them to work from home if they are able to and they are not unwell. Organisations should not ask someone isolating to come into work before their period of isolation is complete, in any circumstances.

Testing has an important part to play in our response to COVID-19, and has a vital but limited role as a confidence-building measure. In a disease with a long incubation period, a negative test result before the end of the incubation period does not remove the possibility that a person who tests negative could go on to develop the disease and infect others.

Where Infection Prevention Control measures have been utilised such as protective screen or use of PPE, the contact tracer will conduct a risk assessment to identify contacts at risk. The priority is to public health in order to break the chain of transmission of COVID-19.
More information can be found on the Test and Protect website and the NHS Inform website provides further health advice and information including on duration of self-isolation.

For Test and Protect and contact tracing purposes, a ‘household contact’ is defined as:

- those who are living in the same household as a case (e.g. those that live and sleep in the same home, or in shared accommodation such as university accommodation that share a kitchen or bathroom)
- those who do not live with the case but have contact within the household setting: Those that have spent a significant time in the home (cumulatively equivalent to an overnight stay and without physical distancing e.g. 8 hours or more) with a case
- sexual contacts who do not usually live with the case
- cleaners (without protective equipment) of household settings during the infectious period, even if the case was not present at the time.

Pay for workers who are sheltering, self-isolating, sick or balancing care responsibilities is likely to be a source of concern for employees. Organisations should work with trade union or workforce representatives to provide early guidance to workforces on processes and support for individuals affected by these issues. Again, opportunities to facilitate home working where feasible should be actively pursued and maintained.

**Contact Tracing App**

Protect Scotland is an entirely voluntary app that is an additional part of NHS Scotland’s Test & Protect service. Having the app should never be a requirement for any workplace. The app complements but does not replace manual contact tracing. It enhances contact tracing and quickly alerts app users that are at risk as they have come into close contact (less than 2m for 15 minutes or more) with an app user that has since tested positive for Covid-19. Further information about the contact tracing app for employers, workers and customers is available.

**Contact tracing**

Organisations must ensure that contact details for staff, students and visitors are up-to-date, and that staff and students are aware of their responsibility to alert the organisation to any changes.

Organisations should keep records of staff and students who have attended labs and research facilities. Records should also be kept of visitors and contractors. Particular attention should be made to the guidance on lawful data collection and management.

**Temperature checking**
The Scottish Government does not recommend the use of temperature checking employees as a means of testing for COVID-19 due to the low efficacy rate of this method. Further information about the reliability of temperature checking as a test for COVID-19 can be found on the [MHRA website](https://www.mhra.org.uk).

**Advice for those going to work**

We have added additional advice which is specific to going to work from 5 January 2021. Due to what we now know about the higher transmissibility of the new variant, the CMO has written to everyone on the shielding list to advise that if you cannot work from home, **you should not attend work for as long as these additional lockdown protective measures are in place in the area where you live or work.**

This additional advice on going to work does not apply to areas that remain at level 3. **If you live or work in a level 3 area, you can continue to go to work if the workplace can be made safe.**

If you are not attending your workplace due to the advice from the Chief Medical Officer, your employer, at their discretion, may be able to furlough you through the Coronavirus Job Retention Scheme which has now been extended until April 2021. If you are furloughed, HMRC will give a grant to your employer to cover 80% of your normal salary, and your employer will need to pay National Insurance and pension contributions. You are encouraged to discuss this directly with your employer.

Otherwise you may be eligible for Statutory Sick Pay, Universal Credit, or other benefits, during this period. To find out further information about what benefits you may be entitled to, speak to your employer, or visit [www.gov.uk/browse/benefits](https://www.gov.uk/browse/benefits) or contact Citizens Advice Scotland. Some employers may offer additional financial support for employees who are off work for coronavirus-related reasons which may be set out in your terms and conditions of employment. To find out what financial support you will get, you should contact your employer.

The Job Retention Scheme does not apply if you are self-employed or to any income from self-employment. However, you may qualify for support under the Self-Employed Income Support Scheme. The online service for this grant is available at [www.gov.uk](https://www.gov.uk).

**Operational guide and checklist**

**Changing the workforce environment to protect your workforce**

As a minimum we expect:
• enhanced health and safety measures to be in place before staff and students are asked to work on site, including physical distancing guidance and hygiene measures generally and at bottleneck situations  
• safe travel to work arrangements to be considered as part of a risk assessment, with any relevant adjustments adopted 
• at level 4 and under lockdown, only essential activity (as defined above) to take place on-site and people who are shielding not to be asked to come into work outside their home

Safe workplace planning and communications

It is vital steps are taken to ensure a safe working environment and related workforce confidence. This is best done through early, regular and ongoing engagement between organisations and trade union or workforce representatives. As it will take time to complete the necessary risk assessment, identify the relevant mitigation measures and put those measures in place, the engagement between employers, trade union or workforce representatives must start well before a planned change date.

It is important everyone understands the measures taken to establish the safe working environment as this is likely to have a significant impact on workforce confidence. Being, and feeling, safe will play an integral role in supporting a recovery in productivity levels.

Enhanced hygiene and cleaning arrangements

Enhanced hygiene measures should be a key plank of workplace-specific measures to create a safe working environment, examples of which are set out below.

Environmental cleaning

• more frequent cleaning of all work areas, including keyboards and mice, with usual cleaning products (detergents and disinfectants to maintain usual cleanliness) 
• more frequent cleaning of door handles and other frequently touched surfaces 
• additional use of 70% alcohol solution spray and wipe 
• provide more frequent rubbish collection and more waste disposal facilities 
• provide paper towels instead of hand dryers 
• implement procedures for cleaning new equipment when entering the facility 
• implement procedures for receiving and unpacking consumables, considering all surfaces as dirty and cleaned appropriately 
• minimising the use and increased cleaning of shared work equipment, e.g. pipettes and laptops. If this cannot be avoided, frequently used equipment to be sanitised after each use, ensuring power is off where possible, e.g. use disinfectant wipes on electrical equipment such as laptops 
• minimising the use, and increased cleaning, of touchpoints throughout buildings
• consideration of the circulation of air in working environments and the options available for improving and ensuring suitable ventilation

Health Protection Scotland has produced further guidance on enhanced cleaning procedures for non-healthcare settings.

The Scottish Government has published guidance on opening public and customer toilets.

Hand hygiene

• coronavirus is spread when respiratory secretions from an infected person enters the mouth, nose or eyes of another. One way in which this can happen is by touching eyes, nose or mouth with contaminated hands. It is therefore important to avoid touching the face with unwashed hands
• perform hand hygiene regularly, and especially before and after eating
• promote good hand hygiene for all staff/visitors/students
• ensure there are sufficient hand washing facilities and provision of alcohol-based hand rub (ABHR) at key areas such as entry/exit points and communal areas
• visual reminders around facilities to wash hands may be useful

Respiratory hygiene

• catch coughs and sneezes in a tissue and dispose of any tissues into a bin and wash hands immediately
• if an individual does not have tissues to hand, they should catch coughs and sneezes in the crook of their elbow
• wash hands with soap and water or use ABHR before eating and drinking, and after coughing, sneezing and going to the toilet

NHS Inform also includes clear advice around hand and respiratory hygiene.

Ventilation

Organisations should ensure adequate levels of ventilation. Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. If this is not possible systems should be operated as normal. Where ventilation units have filters present enhanced precautions should be taken when changing filters. Ventilation systems should be checked or adjusted to ensure they do not automatically adjust ventilation levels due to differing occupancy levels.

Wherever it is safe to do so, doors and windows should be kept open to increase natural ventilation. It is important to highlight that in winter, even opening windows and vents by a small amount can have a positive impact, whilst reducing the cold air coming into the premises. This will also help to reduce contact with door handles. However, internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system). The Fire Safety Risk Assessment should always be reviewed before any internal doors are held open.
Organisations may also find this video from the Department of Health and Social Care on ventilation useful.

**Skin health surveillance**

Enhanced hand hygiene measures may result in work-related skin conditions. It may be appropriate to consider enhanced skin health surveillance.

**Physical distancing**

Physical distancing is the other key plank of workplace-specific measures to create a safe working environment. Working from home should remain the default, where possible.

Factors companies should have considered include:

- Facility layout and signage with clear marking of two metre boundaries around the workplace and workstations and signage which reinforces expectations of employees at relevant points. (As English may not be the first language for everyone onsite organisations should consider how best to use visual material to reinforce messages).
- Limiting access to parts of the workplace required by an individual to do their job as this will limit the chances for interaction with others.
- Staggering entry and exit times to prevent bottlenecks arising as people arrive or leave.
- Staggering break times and adjusting canteen arrangements to reduce opportunities for larger numbers of staff to interact on a face to face basis.
- Splitting the workforce into specific teams to avoid cross-team contamination and provide a level of operational resilience in case someone in one team develops COVID-19 symptoms.
- Considering opportunities to introduce additional technology support and systems to assist in managing the safe working practices and in particular physical distancing.

**Shift patterns**

Organisations may develop plans to change shift patterns to both protect the workforce and optimise productive capacity. This could include considering opportunities to reduce the need for travel at peak times and opportunities for flexible working patterns. This will require proper negotiation with trade union or workforce representatives if it involves a change in employee terms and conditions.

**Travel to work**

Health Protection Scotland (HPS) has provided COVID-19 information and guidance for general (non-healthcare) settings which reiterates that people should not travel if they exhibit any COVID-19 symptoms. The HPS advice and any subsequent safe travelling advice should be factored into company decisions on planned returns to work.
Transport Scotland has produced guidance to assist the public to travel safely during the coronavirus (COVID-19) pandemic. It is important that the latest version of the guidance is read and used in context of the local protection level, and related measures on transport, listed in the Strategic Framework and Lockdown measures.

All arrangements for those staff who need to travel to work should be reviewed and consideration given to the need for additional measures to ensure these staff are able to maintain physical distancing when using public or private transport and are applying effective hand hygiene before and after journeys. For employees who live a reasonable distance from their workplace, the best and advised option is to walk or cycle.

Employers currently offering staff transport may need to re-schedule trips or offer an enhanced service to facilitate appropriate physical distancing. In light of the requirements, managers should also discuss with staff the need to review other travel arrangements, such as car sharing.

Employees should be encouraged to avoid shared transport but in situations where this is unavoidable:

- encourage arrangements which ensure the number of workers in each vehicle is kept to a minimum, for example by organising more trips with fewer people in each vehicle
- where possible, restrict car sharing to groups of people who use the same work area
- all employees should be advised to wear face coverings in shared vehicles (as required when using public transport)
- vehicles should be well ventilated (i.e. by keeping the windows open), and passengers should face away from each other wherever possible
- all employees should be instructed not to use shared transport if they are displaying symptoms of COVID-19 and should stay at home and follow government guidance on self-isolation. Encourage drivers or designated persons to check employees prior to boarding vehicles to ensure those who have suspected symptoms do not travel
- shared vehicles, including minibuses, should be cleaned regularly using gloves, with particular emphasis on handles and other areas where passengers may touch surfaces.

**Wearing appropriate PPE where necessary**

**Use of Personal Protective Equipment (PPE)**

COVID-19 guidance for non-healthcare settings sets out guidance on use of PPE. This advice confirms that workplaces should use PPE consistent with local policies and in line with measures justified by risk assessment.

The HPS guidance also offers advice on the use of PPE, confirming workplaces should use PPE consistent with local policies and in line with measures justified by a
risk assessment. Both the Scottish Government and the HSE recommend a risk-based approach focused on a hierarchy of control which seeks to eliminate risks, combat risks at source, adapt workplaces to individual needs, ensure adequate staff training around processes to manage the risk and then use PPE where required. Where PPE is deemed necessary, an adequate supply and quality must be maintained, which is provided free of charge to workers and which must fit properly.

Where reusable PPE is used, such as laboratory coats, enhanced and more frequent cleaning should be considered.

**Face coverings**

It is important to note the difference between face masks and face coverings. We have issued guidance on the personal use of face coverings.

The guidance relates to use of face coverings by members of the public in specific circumstances. This advice is not intended as an infection prevention and control measure for the workplace where there are other health and safety considerations and measures in place such as physical distancing and hygiene controls. Physical distancing, hand washing and respiratory hygiene, are the most important and effective measures we can all adopt to prevent the spread of coronavirus. The wearing of facial coverings must not be used as an alternative to any of these other precautions.

The Scottish Government also encourages use of re-usable, washable face coverings, rather than single use masks to minimise plastic waste.

**COVID-19 symptoms within the workplace**

The virus is expected to remain in the population for some time, even after lockdown restrictions have been eased and people begin to return to work. This will cause anxiety for people who will also want to understand how any outbreaks in the workplace will be handled. As part of risk assessments, organisations should explore with trade union or workforce representatives how to respond should anyone develop symptoms while at work, including whether it is possible to identify any particular parts of the site the individual may have accessed or equipment used while symptomatic. As part of this, consideration should be given how best to monitor the health of all individuals in a workplace.

Employees have a responsibility to ensure they adhere to overall COVID-19 advice which says people with symptoms should remain at home and self-isolate. Organisations and employees should remain in regular communication throughout any period of self-isolation, with organisations encouraged to work with trade union or workforce representatives to enable individuals to work from home while self-isolating if appropriate.
Dealing with emergencies

Protocols for dealing with emergencies, evacuations and accidents will be impacted by the need to maintain physical distancing while individuals who would normally lead or coordinate site responses in such situations may be amongst those working from home. Emergency, evacuation and accident response processes must be considered and reviewed where necessary to ensure effective arrangements are still in place. Everyone on-site should be familiar with new processes.

The HSE has also produced guidance for First Aid during the coronavirus outbreak.

Checklist

A checklist to support organisations implement this guidance has now been developed. The actions in the checklist should be fully considered and implemented where possible as part of procedures to ensure a safe workplace.

Organisations who wish to increase workforce or public confidence are encouraged to display the checklist to help to communicate actions being implemented or undertaken.

Deliveries, distribution and visitors

Protecting your workforce and those who come on-site

As a minimum we expect organisations:

- to provide early clarity to their supply chain about honouring of orders in the system, linked to new production capacity and consumer demand/contracts
- to treat all site visitors, including contractors, suppliers and those making deliveries, as if they were employees, ensuring they are offered the same protections and are expected to follow the same rules

Early supplier engagement

The global nature of COVID-19 means it may have impacted on both current demand for some goods manufactured in Scotland and on normal supply chain relationships. Early engagement with suppliers is recommended to understand how well placed suppliers will be to provide inputs at the level required to meet an organisation's expected demand as they restart production. This should include considering any additional logistical issues associated with the current functioning of international supply networks.

During the COVID-19 pandemic, minimising pressures on supply chains is paramount to ensure that suppliers at risk are better able to cope with the current crisis and ensure service continuity and delivery during and after the outbreak. Organisations are encouraged to work with suppliers to understand the specific
pressures they face and identify potential solutions on a case-by-case basis, including providing early clarity on the treatment of existing orders.

**Site and campus visitors**

Many sites and campuses, especially larger ones, may normally have a number of contractors and visitors working at the site who are not employed by the organisation owning it. This presents an increased risk of virus transmission if people do not adhere to the same interpretation of rules. To address this risk, organisations should consider limiting site and campus access to those who need to be there for safe operation, ensuring safe working practices and production-related activities and implementing a permit to work system for contractors and external visitors who still need to access the site or campus. This would set out requirements for how everyone behaves on a site or campus, including entering and leaving, clarifying responsibilities for all around, maintaining good hygiene and physical distancing.

Factors to consider will include:

- minimise the number of visitors and reduce visiting times
- prepare self-declaration forms for visitors, issue these in advance and maintain in records, prepare instructions for arrival and prearrange a meeting point, ideally outside
- use entrances and exits direct to the outside where possible to reduce interactions with others
- designate a meeting area for visitors with appropriate safety equipment and personal hygiene equipment
- provide clear guidance to visitors on physical distancing in the facility
- provide clear instructions to visitors on emergency procedures
- in level 4 and lockdown areas, allow visitors for essential purposes only (as defined above)

**Training and compliance**

**As a minimum we expect:**

- training around processes and working environment expectations to be provided for all staff before starting work on-site
- organisations to establish measures, in collaboration with trade union or workforce representatives, to monitor compliance with relevant regulations, local restrictions and processes put in place to enable a safe operation

**Workforce training**

Every workplace should look and feel substantially different for employees, staff and students. Physical distancing and enhanced hygiene will change how workplaces operate. Training will therefore be essential to build a common understanding of
requirements within the new working norm, instilling confidence that changes put in place contribute to a safe workplace.

Training methods should ensure effective delivery of relevant overarching and organisation-specific measures and expectations of staff while on-site, in a way which maintains physical distancing.

Organisations should consider, as part of their risk based planning, how training can be safely delivered, especially if elements are normally outsourced to third parties. Visual aids may be required as part of the training and for ongoing guidance and communications.

Training should also be in place for staff who undertake the cleaning of a premises. Some organisations have initiated a universal induction process covering their new, enhanced hygiene and physical distancing measures. This induction process can help demonstrate organisations are taking the COVID-19 risks seriously, building confidence amongst the workforce that they are returning to a safe workplace while also reinforcing the importance of individual employee responsibilities.

**Compliance**

As a minimum we expect:

- organisations to establish measures, in collaboration with trade union or workforce representatives to monitor compliance with relevant regulations and processes put in place to enable safe working.

If you wish to raise concerns about your workplace, under the Health and Safety at Work etc. Act 1974 (HSWA), your relevant enforcing authority (for how you control the risk of coronavirus) will be either:

- the Local Authority (LA) Environmental Health Service
- the Health and Safety Executive (HSE)

The relevant enforcing authority is listed for all types of premises. The enforcing authorities will apply the same requirements.

HSE can be contacted by phone on 0300 003 1647 or online at HSE contact form. Or alternatively contact your local authority environmental health inspection team.

HSE and LAs Environmental Health Services have agreed to maintain the way they allocate different businesses for enforcement according to existing health and safety law for the purposes of workers’ health and safety.

Where the enforcing authority identifies employers who are not taking action to comply with public health guidance to control COVID-19 health risks to workers, they
will consider a range of actions to improve control of workplace risks including the provision of specific advice to employers through to issuing enforcement notices or even prosecution.

Organisations should put in place robust local arrangements to monitor compliance with new operational arrangements. This should be done with trade union or workforce representatives. Advice, guidance and support from external enforcement authorities should be sought where necessary.

**A single point of contact** has also been established for trade unions and workers to help us understand how all COVID-19 workplace guidance is being implemented. This will help shape and refine guidance based on the real experience of workers in the workplace.

This contact is not intended to be a reporting mechanism for potential breaches of legislation, you should raise the issue with your relevant enforcing authority.

**Security**

The interpretation and use of any guidance should be considered in line with normal protective security operations and practices. Organisations should consult with and involve their security departments in the interpretation and implementation of the guidance. In particular, security should be considered in any revised risk assessment.

Under no circumstances do we advise the removal, or alteration of, or reduction in, existing protective security measures without providing clear recommendations (e.g. from the National Technical Authority or police counter-terrorism specialists) on how to maintain effective protective security.

This should extend to measures not primarily intended to provide a protective security benefit, but nonetheless doing so, for example removal of street furniture that could make moving or queueing pedestrians more vulnerable to vehicle-as-a-weapon attacks. Security staff should remain focused on security duties. Where COVID-19 creates additional staffing requirements, e.g. for queue management, employers should ensure additional suitable staff resource is made available. Employers should ensure security staff feel safe, e.g. having access to appropriate PPE and hand-washing facilities, and that they are able and confident to raise any concerns.

Read further detailed guidance on security:


Next steps

Review and future development

This guidance remains valid until further notice. It sets out our current advice and guidance for organisations with laboratories and research facilities in helping to manage the risks from COVID-19, in the context of the local protection level, as well the route-map towards restarting activities within overarching public health considerations.

Our next step is to continue to develop plans to address the wider issues needed to get wider work restarted again. This will happen in a phased manner as set out in the Coronavirus (COVID-19): framework for decision making – Scotland’s route map through and out of the crisis. The route map provides an indication of the order in which we will carefully and gradually seek to lift current restrictions after lockdown, but does not attempt to specify dates for all the different phases. All of this will be evidence-led.

Easing restrictions will not mean returning to how things were before the virus. Physical distancing, hand hygiene and other critical behaviours will be essential in each area to ensure public and workforce confidence.

This guidance will be updated and reviewed as required in consultation with relevant employers and unions. Please ensure you use the latest version.

It is for individual organisations in conjunction with trade union or workforce representatives to decide how best to successfully adopt and adapt guidance for their individual circumstances.

Related information

Scottish Government advice and support

Summary of COVID-19 developments in Scotland
Coronavirus (COVID-19): Scotland’s Strategic Framework
Coronavirus (COVID-19): local protection levels
Coronavirus (COVID-19): framework for decision making
Coronavirus (COVID-19): framework for decision making – Scotland’s route map through and out of the crisis
Coronavirus (COVID-19): what you can and cannot do
Coronavirus (COVID-19) Phase 3: staying safe and protecting others
Coronavirus (COVID-19): Returning to work safely
Coronavirus (COVID-19): business and physical distancing guidance

Joint Statement with the STUC on Fair Work

Advice on substantive support packages available for business and their employees

Guidance on childcare

Guidance for key workers and critical childcare

COVID-19 information and guidance for general (non-healthcare) settings

A list of Scottish Procurement Policy Notes (SPPNs) can be found on gov.scot.


SPPN 5/2020 sets out guidance for public bodies on options for payment to their suppliers to ensure service continuity during the current COVID-19 outbreak.

NHS Inform

Please refer to relevant sections of the NHS Inform website, in particular the advice on physical distancing, shielding, Test and Protect, and symptoms. Each of these sections notes the date last updated, so please take particular note of whether some of the above guidance has been updated since your draft guidance was produced to ensure this guidance remains aligned.

- Coronavirus (COVID-19): General advice
- Coronavirus (COVID-19): Check your symptoms
- Coronavirus (COVID-19): Physical distancing
- Coronavirus (COVID-19): Shielding
- Coronavirus (COVID-19): Test & Protect
- Coronavirus (COVID-19): Contact tracing
- Coronavirus (COVID-19): Testing
- Coronavirus (COVID-19): households with possible infection
- Coronavirus (COVID-19): Communications toolkit

The following UK-level guidance may also prove useful:


Legislation

Coronavirus (Scotland) Act 2020
Other sources of COVID-19 information

UK Government guidance on working safely during COVID-19 in different workplaces

The Health and Safety Executive has provided advice related to COVID-19


To contact Police Scotland for Protective Security advice, please contact your local Counter Terrorism Security Adviser:

- North: SCDCTSAAberdeen@Scotland.pnn.police.uk
- East: SCDCTSAEdinburgh@Scotland.pnn.police.uk
- West: SCDCTSAglasgow@Scotland.pnn.police.uk