

Annex A



[REDACTED] on behalf of DS Communications



24/03/2020

A message from the Chief Executive

This message was sent with High importance.

Good Evening,

As you will all be aware the Prime Minister, followed by the First Minister [announced](#) more stringent measures limiting our movements to stem the speed by which COVID-19 is spreading.

During this challenging time we must abide by these temporary rules whereby we stay at home except for a small number of reasons.

As Laura mentioned in her update, we are doing all we can to make sure as many people as possible are not in the office, for those of you who are, as critical workers, please be assured we are doing all we can to protect you.

Yesterday I put in place the following measures with immediate effect:

- desk moves to ensure staff in the office are not working within two metres of one another
- all staff not critical to delivering the PVG services were sent home to limit numbers in the office
- asked all staff considered high risk to immediately go home
- closed seating areas to avoid congregating (vending and water facilities are still available in the canteen)
- commissioned with immediate effect a re-distribution of laptops to critical staff to stand up a remote processing service as far as is feasible (this will be increasingly rolled out to allow as many staff in critical roles to work from home as possible)
- requested Ministerial approval to effectively stand down those processing services that are not critical to supporting the COVID-19 response efforts and our critical safeguarding activities – we have received this and will provide further information as this approach develops this week
- closed the helpline from 5pm today, to focus on critical processing and ensure we can manage our customer enquiries remotely
- stood up a new Stakeholder Liaison Team to prioritise COVID-19 applications for operations
- put Protection Services effectively into suspended status and sent home the vast majority of PU staff

In Disclosure Scotland we are providing a service essential to supporting the critical national infrastructure to combat COVID-19. As a result, we are permitted to come to work should we not have the means to work from home. I'm asking critically essential colleagues to come in for now, but I will ensure we have the best [Social Distancing](#) practices in place in line with NHS and Government advice. We will start our emergency service with more people here than I want, but we will be working to reduce office based staff as fast as possible.

We are working flat out to design a way to deliver our Coronavirus response that has as few people in here as humanly possible.

As always, please, should you have any concerns let me or a member of the management team know.

Gerard Hart
Interim Chief Executive