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| **Covid 19 (coronavirus) – briefing** |

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Issued 24 March 2020

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| **Below is the latest briefing on the activity in managing the response to COVID 19 (Coronavirus).** |

**Stay at home**

The Scottish and UK Government has issued stark messages to stay at home.

Below are the permissible reasons to leave your home:

* to shop for basic necessities and that should be limited to once a day
* to take exercise once a day - but alone or with your own household, not in groups
* for medical reasons or to care for a vulnerable person
* to travel to essential work if that cannot be done at home. Further guidance to employers is pending.

The council has moved to essential services to minimise movement of people and to ensure that homeworking is maximised.

The chief executive has sent the following messages to managers across the council and a separate message to thank staff who are in work today as part of our essential services:

Colleagues,

You will have seen the messages from the UK and Scottish Government last night.

If you are in work today because your manager or supervisor has let you know that yours is an essential service, I want to thank you for coming in.

I appreciate that you may be under enormous pressure perhaps from within your family to stay at home.

I have asked managers to support you as much as they can to minimise the amount of time you are required to be at work.  For example, flexi will be suspended to allow you and your manager to deliver your service based on the work needs rather than being tied to a clock.

Once again, thank you for making it in and please be assured that your manager would not ask you to come in if it was not essential to the operation of our essential services to support the people of Inverclyde.

Keep safe.

Aubrey Fawcett  
Chief Executive

The chief executive has also written to managers to encourage them to continue to support staff and focus on essential services only at this time:

Colleagues,

Following the messages I sent yesterday afternoon to focus now on essential services, you will have seen the national stay at home messages from the UK and Scottish Government.

Can you make sure that only staff who are there to deliver your essential services are in the office or workplace and that anyone not essential or not required at this time is home working, where they are able, or is supported if they are volunteering with another area of service.

It is crucially important that you continue to be in touch with staff to keep them up to date with the current situation and that you share, as you normally do, any internal communication messages, especially the daily briefings being produced.

Also, it will be important to make sure staff able to come in and support their colleagues are able to do so, if required.

As with the message yesterday, maximise homeworking where you can.

I will be sending a communication out shortly thanking essential staff for coming in today.  Please take the time to thank your staff and make sure that they know why they and their service is considered essential.

These can be very confusing times and our colleagues will be conflicted by the national stay at home messages and many may be under entirely understandable pressure from their own families.

If they are part of your essential service, they need to know why and you must support them.

Flexi will be suspended which means that if your employees are no longer needed any day you have the freedom to allow them to leave earlier or to come in later depending on your local circumstances.

Familiarise yourself with the list below of permissible reasons to leave home:

         to shop for basic necessities and that should be limited to once a day

         to take exercise once a day - but alone or with your own household, not in groups

         for medical reasons or to care for a vulnerable person

         to travel to essential work if that cannot be done at home.

If you have colleagues who require to shop for basic necessities or have any caring needs to fulfil, for example, and doing it during the working day minimises the number of people in the community, please support them to do that.

Can I remind you of the ask yesterday to raise with staff who are not part of your essential services to ask if any would be interested in volunteering to support other services, particularly our health and social care colleagues.

These services are under enormous pressure and are on the frontline of protecting our vulnerable residents.  Anything we can do to support them will be of real value.

Thank you for your continued support during these extraordinary times.

Aubrey Fawcett  
Chief Executive

**Health and social care**

In line with the latest government announcements regarding social distancing, key services and tackling this virus all HSCP offices are closed to the public until further notice.

Staff are still working to deliver key services across a number of service hubs. Access to all buildings will be by appointment basis only. Contact details for all care hubs and HSCP buildings are below:

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| **Service hub** | **Location** | **Phone number** |
| Adult Services | Port Glasgow Health Centre | Access 1st  Tel: 01475 714646  Email: [access1st@inverclyde.gov.uk](mailto:access1st@inverclyde.gov.uk)  Assessment and Care Management  (ACM)  Tel: 01475 715010  Email: [acm@inverclyde.gov.uk](mailto:acm@inverclyde.gov.uk) |
| Children /  Criminal Justice | Hector McNeil House, Greenock | 01475 715365 |
| Mental Health | Crown House, Greenock | 01475 558000 |
| Alcohol & Drug Services | Wellpark Centre, Greenock | 01475 715353 |
| Homelessness | Inverclyde Centre, Greenock | 01475 715880 |
| Emergency Out of Hours | Glasgow Out of Hours | 0300 343 1505 |

Services are operating under three key principles:

* Keep people healthy
* Managing delivering services by providing a minimum necessary risk based service
* Delivery of key services by telephone contact and arrange visits as required

**Business grant scheme**

Applications are now being accepted for the Scottish Government coronavirus business support fund.

Forms are now available online at www.inverlcyde.gov.uk/coronavirus on the ‘documents’ section at the left-hand side of the page – and also includes full eligibility criteria.

Completed applications must be sent electronically to [rates@inverclyde.gov.uk](mailto:rates@inverclyde.gov.uk)

**Waste and recycling**

The council is continuing to delvier a domestic service as close to usual service provision as possible.

Commercial waste services are being reduced and reviewed in light of shop closures and, depending on the numbers of staff, recycling waste is suspended, initially for period of three weeks,

Recycling centres will be be closed and staff to be redeployed to refuse collection or transfer station.

Parks remain open for now but only essential services carried out. Play areas which can be locked will be to support social distancing guidelines.

**Childcare for key workers**

Schools will communicate with parents who are key workers, in line with the Scottish Government’s three categories, by the end of today (Tuesday 24 March)

We are prioritising applications. Our staffing capacity may not allow us to offer places to all key workers, however, we are doing our best to meet demand. The advice remains, only use the childcare hubs if your situation is critical. Hubs will be open from tomorrow (Wednesday 25 March) from 9am–3pm.

We will do our very best to meet demand and may be able to extend our offer as the days progress and uptake becomes clear.

Queries about the hubs and offers should be made to the hubs using the numbers on the table below.

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| **Hub**  **This is where the hub will be located** | **Open to pupils from these schools or establishments** | **Contact number  from 8.30am – 3pm** |
| **Glenpark Hub**  Madiera St  Greenock  Inverclyde PA16 7FX | Wellpark Children's Centre  Glenpark Early Learning Centre | 01475 715620 |
| **Bluebird Hub**  St Joseph’s Primary,  Community Wing  Wren Road  Greenock  Inverclyde PA16 7NH | Bluebird Family Centre  Binnie Street Children's Centre  Larkfield Children's Centre | 01475 715722 |
| **Craigmarloch Hub**  Craigmarloch School  Port Glasgow Campus  Inverclyde PA14 6PP | Craigmarloch School | 01475 715345 |
| **Inverclyde Academy Hub**  Inverclyde Academy  Cumberland Road  Greenock  Inverclyde PA16 0FB | Inverclyde Academy  Inverkip Primary  Wemyss Bay Primary  Aileymill Primary  St Andrew’s Primary  St Joseph’s Primary | 01475 715100 |
| **Lady Alice Hub**  Lady Alice Primary  Inverkip Road  Greenock  Inverclyde PA16 9EH | Notre Dame High  St Patrick's Primary  Whinhill Primary  Lady Alice Primary | 01475 715743 |
| **Clydeview Hub**  Clydeview Academy  Burnside Road  Gourock  Inverclyde PA19 1UX | Clydeview Academy  Ardgowan Primary  St Mary’s Hub | 01475 715050 |
| **Moorfoot Hub**  Moorfoot Primary  Moorfoot Drive  Gourock  Inverclyde PA19 1ES | Gourock Primary  St Ninian’s Primary  St Columba’ High  Moorfoot Primary | 01475 715701 |
| **All Saints Hub**  All Saints Primary  Blairmore Road  Greenock  Inverclyde PA15 3JS | King’s Oak Primary  All Saints Primary | 01475 715640 |
| **Glenbrae Hub**  Glenbrae Children’s Centre Kilmacolm Road  Greenock  Inverclyde PA15 3LD | Glenbrae Children’s Centre  Hillend Children’s Centre  Blairmore Nursery  King’s Oak Nursery Class | 01475 714987 |
| **Newark Hub**  Newark Primary  Bridgend Avenue  Port Glasgow  Inverclyde PA14 5SU | Port Glasgow High St Stephen’s High  St Francis’ Primary  St Michael’s Primary  St John’s Primary  Newark Primary  Kilmacolm Primary  Gibshill CC | 01475 715600 |
| **Rainbow Hub**  Oronsay Avenue  Port Glasgow  Inverclyde PA14 6DY | Rainbow Family Centre | 01475 715724 |

**Council committees**

All Inverclyde Council committees and sub-committee meetings, with the exception of any necessary planning boards, local review body and general purposes board will be suspended from today.

Powers will be delegated to the council’s policy and resources executive sub-committee for urgent matters.