

## Ochil View Housing Association: Indicative Plan for Re-starting Services & Re-opening Office Premises

Services	Lockdown	Phase 1	Phase 2	Phase 3 (a)	Phase 3 (b+)	Phase 4
	Lockdown restrictions	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:
Commencing / Indicative Dates	16 March 2020	1 June 2020	22 <sup>nd</sup> June 2020	10 <sup>th</sup> – 31 <sup>st</sup> July 2020 It is likely that there will be several phases within Phase 3	Not before 11 <sup>th</sup> September 2020*	Not yet known
Tenant/service user Home Visits	<ul style="list-style-type: none"> <li>Telephone / virtual appointments only</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments only</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments only</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments by default</li> <li>Reintroduction of home visits* with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments by default</li> <li>Continuation of home visits* with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Retain virtual appointments</li> <li>Full service with H&amp;S controls</li> </ul>
Estate Inspections	<ul style="list-style-type: none"> <li>Essential site visits</li> <li>Responding to notified issues</li> </ul>	<ul style="list-style-type: none"> <li>External inspections only with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>External inspections only with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>
Property Inspections	<ul style="list-style-type: none"> <li>Essential inspections with H&amp;S controls</li> <li>Post inspections by telephone / virtual</li> </ul>	<ul style="list-style-type: none"> <li>Void inspections with H&amp;S controls</li> <li>Void exit telephone / virtual interviews</li> </ul>	<ul style="list-style-type: none"> <li>Internal inspection by telephone / virtual where possible</li> </ul>	<ul style="list-style-type: none"> <li>Resume internal inspections with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Continue internal inspections with tenant / service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full services with tenant/service user consent and H&amp;S controls</li> </ul>
Emergency Repairs	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>

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Non-emergency Repairs	<ul style="list-style-type: none"> <li>Service suspended, urgent repairs escalated to emergency where necessary</li> <li>Void repairs where needed for emergency accommodation only</li> </ul>	<ul style="list-style-type: none"> <li>Resume void repairs with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Resume external repairs with H&amp;S controls</li> <li>Resume limited communal and internal repairs with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Resume internal repairs with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Continue internal repairs with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Cyclical Maintenance (statutory & safety)	<ul style="list-style-type: none"> <li>Gas safety checks continuing with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full services with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full services with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full services with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full services with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full services with tenant/service user consent and H&amp;S controls</li> </ul>
Cyclical Maintenance (non-statutory)	<ul style="list-style-type: none"> <li>Reduced landscape maintenance service</li> <li>All non-essential services suspended</li> </ul>	<ul style="list-style-type: none"> <li>Resume full landscape maintenance with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Resume window cleaning / external painter work with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Resume all other cyclical works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Continue all other cyclical works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>

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Planned Maintenance / Investment – external	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>Resume external works with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Resume internal works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Continue internal works with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>
Planned Maintenance / Investment - internal	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>Essential works only with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Essential works only with H&amp;S controls</li> <li>Virtual pre-start meetings</li> </ul>	<ul style="list-style-type: none"> <li>Works to common parts with H&amp;S controls</li> <li>Internal works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Works to common parts with H&amp;S controls</li> <li>Internal works with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Planned Maintenance Investment – Smoke, Heat and Co Upgrades (LD2 Standard)	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>Virtual pre-start meetings</li> </ul>	<ul style="list-style-type: none"> <li>Resume internal works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Continue internal works with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>

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Planned Maintenance Investment – Boiler Replacements	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>Virtual pre-start meetings</li> </ul>	<ul style="list-style-type: none"> <li>Resume internal works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Planned Maintenance Investment – Kitchen Replacements	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>Virtual pre-start meetings</li> </ul>	<ul style="list-style-type: none"> <li>Resume internal works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Planned Maintenance Investment – Electrical Periodic Inspections	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>Virtual pre-start meetings</li> </ul>	<ul style="list-style-type: none"> <li>Resume internal works with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Development	<ul style="list-style-type: none"> <li>All activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>All site activities suspended</li> </ul>	<ul style="list-style-type: none"> <li>Soft start to site works with H&amp;S controls</li> <li>Virtual site meetings</li> </ul>	<ul style="list-style-type: none"> <li>Works resume with H&amp;S controls</li> <li>Site meetings with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Works continue with H&amp;S controls</li> <li>Site meetings with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>

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Stage 3 Adaptations	<ul style="list-style-type: none"> <li>All Stage 3 Adaptations on hold</li> </ul>	<ul style="list-style-type: none"> <li>All Stage 3 Adaptations on hold</li> </ul>	<ul style="list-style-type: none"> <li>Resume external adaptations</li> <li>Resume internal works for priority cases with consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>
Bulk Uplift	<ul style="list-style-type: none"> <li>No service</li> </ul>	<ul style="list-style-type: none"> <li>New service introduced with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Service continues with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Service continues with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Service continues with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Service continues with H&amp;S controls</li> </ul>
Void Re-lets	<ul style="list-style-type: none"> <li>No service</li> </ul>	<ul style="list-style-type: none"> <li>Yes, to homeless households with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, to all households with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, to all households with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, to all households with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, to all households with tenant/service user consent and H&amp;S controls</li> </ul>
Allocations	<ul style="list-style-type: none"> <li>Restricted service, lettings only for urgent need identified by LA's</li> </ul>	<ul style="list-style-type: none"> <li>Resume letting with H&amp;S controls</li> <li>Maximise virtual interaction</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with H&amp;S controls</li> </ul>

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Mutual Exchanges	<ul style="list-style-type: none"> <li>No service</li> </ul>	<ul style="list-style-type: none"> <li>No service</li> </ul>	<ul style="list-style-type: none"> <li>No service</li> </ul>	<ul style="list-style-type: none"> <li>Resume full service with tenant/service user consent and H&amp;S controls from 27<sup>th</sup> July 2020</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Advertising Vacant Property	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>No adverts</li> </ul>	<ul style="list-style-type: none"> <li>No adverts</li> </ul>	<ul style="list-style-type: none"> <li>Resume advertising from 27<sup>th</sup> July 2020</li> </ul>	<ul style="list-style-type: none"> <li>Full service</li> </ul>	<ul style="list-style-type: none"> <li>Full service</li> </ul>
Fife Housing Register Allocations	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Resume selection from the FHR from 27<sup>th</sup> July 2020 if Fife Council unable to provide a nomination</li> </ul>	<ul style="list-style-type: none"> <li>Full service with service user consent and H &amp; S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with service user consent and H &amp; S controls</li> </ul>
Assignations & Changes of Tenancy	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Resume full service with tenant /service user consent and H&amp;S controls from 27<sup>th</sup> July 2020</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>

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Arrears Management	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact only</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact only</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact by default</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual appointments by default</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments by default</li> <li>Serious Rent Arrears office appointments with tenant /service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Retain virtual services</li> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Serving of Notices of Repossession	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>Suspended</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with the Arrears Management Policy Notices of Repossession will be served if appropriate with H &amp; S Controls</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with the Arrears Management Policy Notices of Repossession will be served if appropriate with H &amp; S Controls</li> </ul>

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Anti-Social Behaviour	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact only</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact only</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact by default</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual appointments by default</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments by default</li> <li>Serious ASB cases office appointments with tenant / service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Retain virtual services</li> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>
Tenancy Sustainment Service	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact only</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact only</li> </ul>	<ul style="list-style-type: none"> <li>Case management through phone calls, letters, and virtual contact by default</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments by default</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / virtual appointments by default</li> <li>Serious Tenancy Sustainment office appointments with tenant / service user consent and H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Retain virtual services</li> <li>Full service with tenant/service user consent and H&amp;S controls</li> </ul>

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Tenant/service user (Group) engagement	<ul style="list-style-type: none"> <li>Meetings and activities suspended</li> <li>Communications by virtual and print media</li> </ul>	<ul style="list-style-type: none"> <li>Continue virtual only</li> </ul>	<ul style="list-style-type: none"> <li>Continue virtual only</li> </ul>	<ul style="list-style-type: none"> <li>Continue virtual only</li> </ul>	<ul style="list-style-type: none"> <li>Continue virtual only</li> </ul>	<ul style="list-style-type: none"> <li>Retain virtual services</li> <li>Resume regular tenant/service user group meetings with tenant/service user consent and H&amp;S controls</li> </ul>
Community Initiatives Fund	<ul style="list-style-type: none"> <li>Yes, continue with Covid-19 focus</li> </ul>	<ul style="list-style-type: none"> <li>Yes, continue with Covid-19 focus</li> </ul>	<ul style="list-style-type: none"> <li>Yes, continue with Covid-19 focus</li> </ul>	<ul style="list-style-type: none"> <li>Yes, continue with Covid-19 focus</li> </ul>	<ul style="list-style-type: none"> <li>Yes, continue with Covid-19 focus</li> </ul>	<ul style="list-style-type: none"> <li>Yes, return to normal criteria</li> </ul>

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<b>Finance &amp; Corporate Services</b>	<b>Lockdown</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3 (a)</b>	<b>Phase 3 (b+)</b>	<b>Phase 4</b>
	Lockdown restrictions	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:
Commencing Indicative Dates	16 March 2020	1 June 2020	22 <sup>nd</sup> June 2020	10 <sup>th</sup> – 13 <sup>th</sup> July 2020 It is likely that there will be several phases within Phase 3	Not before 11 <sup>th</sup> September 2020*	Not known yet
IT	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service</li> </ul>
Purchase Ledger	<ul style="list-style-type: none"> <li>• Amended service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Amended service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Amended service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Amended service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Amended service (off site)</li> </ul>	<ul style="list-style-type: none"> <li>• Full service, with a view to investigating / implementing electronic approval options</li> </ul>

\*This will be dependent on the indicative dates shown in the Scottish Government Route Map being implemented and any guidance from the Scottish Government and/or Public Health Scotland being issued.

**Ochil View Housing Association: Indicative Plan for Re-starting Services & Re-opening Office Premises**

<b>Finance &amp; Corporate Services</b>	<b>Lockdown</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3 (a)</b>	<b>Phase 3 (b+)</b>	<b>Phase 4</b>
	Lockdown restrictions	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:
Commencing Indicative Dates	16 March 2020	1 June 2020	22 <sup>nd</sup> June 2020	10 <sup>th</sup> – 13 <sup>th</sup> July 2020 It is likely that there will be several phases within Phase 3	Not before 11 <sup>th</sup> September 2020*	Not known yet
People / Management (HR)	<ul style="list-style-type: none"> <li>• HR support (off site)</li> <li>• Recruitment on hold</li> <li>• MS Teams implemented for electronic communications</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic meetings for HR issues &amp; policy implications</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic meetings for HR issues &amp; policy implications</li> </ul>	<ul style="list-style-type: none"> <li>• Review Performance Management</li> </ul>	<ul style="list-style-type: none"> <li>• Resume recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Full service</li> <li>• Redefined training and development plan</li> </ul>

\*This will be dependent on the indicative dates shown in the Scottish Government Route Map being implemented and any guidance from the Scottish Government and/or Public Health Scotland being issued.

## Ochil View Housing Association: Indicative Plan for Re-starting Services & Re-opening Office Premises

Office Re-opening	Lockdown	Phase 1	Phase 2	Phase 3 (a)	Phase 3 (b+)	Phase 4
	Lockdown restrictions	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:	As per previous phase with following additions:
Commencing / Indicative Dates	16 March 2020	1 June 2020	22 <sup>nd</sup> June 2020	10 <sup>th</sup> – 13 <sup>th</sup> July 2020 It is likely that there will be several phases within Phase 3	Not before 11 <sup>th</sup> September 2020* Planning assumption – 14 <sup>th</sup> September 2020*	Not known yet
Office – re-opens for limited staff only	<ul style="list-style-type: none"> <li>Essential tasks only, with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Essential tasks only, with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Essential tasks only, with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Essential tasks only, with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, with H&amp;S controls to accommodate where home working is not possible</li> </ul>	<ul style="list-style-type: none"> <li>See below</li> </ul>
Office – re-opens for all staff	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>Yes, with H&amp;S controls</li> </ul>
Office – 3 <sup>rd</sup> party access (e.g. tenant / service users, applicants, suppliers)	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>Essential visits by appointment only with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, with H&amp;S controls</li> </ul>
Travelling for work purposes	<ul style="list-style-type: none"> <li>Yes, essential tasks only</li> </ul>	<ul style="list-style-type: none"> <li>Yes, essential tasks only</li> </ul>	<ul style="list-style-type: none"> <li>Yes, essential tasks only</li> </ul>	<ul style="list-style-type: none"> <li>Yes, with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, with H&amp;S controls</li> </ul>	<ul style="list-style-type: none"> <li>Yes, with H&amp;S controls</li> </ul>

George Tainsh  
Chief Executive

30<sup>th</sup> July 2020

\*This will be dependent on the indicative dates shown in the Scottish Government Route Map being implemented and any guidance from the Scottish Government and/or Public Health Scotland being issued.