



## COVID-19

### IMPORTANT INFORMATION FOR NON-SPS STAFF ENTERING SPS SITES

Thank you for providing essential services and/or supplies to the SPS during this time.

Please be aware that any contractor, supplier or external partner carrying out essential work within, or delivering essential supplies to, our establishments shall, in terms of their health and safety relating to the Covid-19 pandemic, be safeguarded on an equal basis as SPS employees.

The SPS is applying the same social distancing principles that you will find in any public environment, as advised and guided by Health Protection Scotland, which is that:

Where possible, contractors, suppliers and external partners must continue to avoid, in the execution of their duties, close contact and to practice social distancing (2 metres apart). There is no requirement to wear Personal Protective Equipment (PPE) where you are observing social distancing of 2 metres or more. If you are unable to maintain social distance from those in custody or other staff, PPE should be worn (gloves, mask & sleeveless apron).

To keep everyone safe, we have implemented a number of measures to protect those working and living in our establishments:

- additional hand sanitizing facilities and information about maintaining personal hygiene and employing safe social distancing in order to help protect yourself and others.
- SPS entry security processes have been redesigned to reduce the risk of transmission of Covid-19: enhanced cleaning regimes are in place; and your escort will maintain a safe distance, and ensure that others do too.
- PPE will be made available at front of house/vehicle entry points and will be provided on entry, for use by suppliers/contractors/partners, where required.
- Sanitising wipes will be provided to enable you to wipe down the area/equipment you will be working on prior to carrying out any repairs on site.

On occasions where safe social distancing practice cannot be followed, we will provide you with the appropriate PPE.

The extract below is from the SPS Pandemic Plan and illustrates the PPE that we provide to our Estates staff. If you are involved in carrying out repairs whilst on site, you will be expected to wear the PPE stipulated.

<b>TASK</b>	<b>GLOVES</b>	<b>MASK*</b>	<b>SLEEVELESS APRON</b>	<b>GOGGLES</b>
Carrying out a repair in a normal cell where the prisoner has been removed from the area & where they can adhere to social distancing	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
Carrying out a repair in a normal cell where the prisoner has been removed from the area & where they cannot adhere to social distancing.	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>
Carrying out a repair in a communal area where they can adhere to social distancing.	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>
Carrying out a repair in a communal area where they cannot adhere to social distancing.	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>

\* fluid repellent

If delivering supplies to site(s) and in doing so, are unable to maintain social distancing from those in custody or SPS staff or other suppliers/contractors/partners, PPE should be worn (gloves, mask & sleeveless apron).

The PPE should be returned if unused, or disposed of at the point of use in accordance with our procedures for this. Your escort will advise.

It remains your responsibility to provide any further PPE that may be required for the particular tasks being carried out in accordance with your own risk assessments and safe systems of work. The SPS also require that you undertake reviews of your own risk assessments, method statements and safe systems of work and make available to the SPS site contact for information (and/or review as applicable) prior to arriving at SPS establishments in accordance with national, local or specialist guidance, and the above SPS procedures.

If you refuse to follow social distancing principles or wear the appropriate PPE (where relevant), the Governor in Charge of the prison (or his/her delegate) or the Senior Responsible Officer of the site, reserves the right to refuse entry.

Should you have any concerns onsite which are not addressed in this notice please ask for the prison's Gate Manager.

**SCOTTISH PRISON SERVICE**