

Overview

This guidance is for manufacturing sites in Scotland. It comes into effect from 26 May 2020, extending until further notice and applies to companies manufacturing in Scotland. It will be reviewed in line with the regular three weekly review of lockdown requirements.

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

This guide is underpinned by a spirit of collaborative working between companies and their workforce. Throughout the term companies and trade union or workforce representatives is used in that context, recognising that companies 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 workers. Companies 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 workplace. This guidance is for use by manufacturing sites in Scotland. It sets out our expectations on what manufacturers of all sizes and sub-sectors need to consider as part of their planning for restart. In the case of the manufacture of essential goods where companies have remained open it establishes a framework for ongoing action to ensure those workplaces continue to change and operate safely. The guidance emphasises in particular the importance of undertaking a robust and ongoing risk based assessment with full input from trade union or workforce representatives, and to keep all risk mitigation measures under regular review so that workplaces continue to feel, and be, safe.

Publication of this guidance **does not signal** an immediate change in Scotland's lockdown policy. At the current time manufacturing businesses should be closed down on a precautionary basis unless involved in essential activity against the virus or to support the wellbeing of society and able to provide confidence in maintaining a safe workplace. A second surge in infection would cause further harm to our health, society and economy. To judge whether and when restrictions can be changed we will consider a range of evidence on the progress of the pandemic in Scotland, using the principles set out in [Coronavirus \(COVID-19\): 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).

Essential ongoing manufacturing provides an invaluable source of good practice on adaptations made to working arrangements due to COVID-19 to ensure a safe place of work. This experience is taken into account in the remainder of this guidance which sets out our minimum expectations across five

key areas companies will need to consider as part of their planning for a restart and ongoing production while minimising the transmission of the virus:

- assessing risk - involving the workforce 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
- deliveries, distribution and visitors - protecting your workforce and those who come on-site
- training and compliance

The regulator for health and safety at work is the Health and Safety Executive (HSE) who will utilise the powers under the Health and Safety at Work Act 1974 to ensure people at work are protected.

The guidance has been published now to give employers and employees the time they need to plan and prepare.

If you can suggest ways we can improve the guidance please contact the Advanced Manufacturing Policy Team at DLPECONMIDAMP@gov.scot

Where we are now

The First Minister announced that Scotland would be entering a lockdown on 23 March 2020. Under law, the Scottish Government must review that lockdown at least every three weeks (most recently on 7 May). The [Coronavirus \(COVID-19\): framework for decision making – Scotland’s route map through and out of the crisis](#), was published on 21 May and sets out the phases by which we will aim to ease lockdown. They will be gradual and incremental and will be matched with careful monitoring of the virus. Non-essential manufacturing is expected to resume from phase 2 with preparatory work for ensuring physical distancing and enhanced hygiene measures able to take place during phase 1.

Physical distancing duties are set out in regulation 4(1) of the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. A person who is responsible for carrying on a business or providing a service must take all reasonable measures:

- to ensure that a distance of two metres is maintained between any persons on the premises (except between members of the same household or a carer and the person assisted by the carer)
- to ensure that they only admit people to its premises in sufficiently small numbers to make it possible to maintain that distance
- to ensure that a distance of two metres is maintained between any person waiting to enter the premises (except between members of the same household or a carer and the person assisted by the carer)

Manufacturing is vital to the Scottish economy, accounting for over 180,000 jobs and contributing over half of Scottish exports and business expenditure on research and development. The work of Scotland's manufacturers and their workforces that are, and have been, involved in supporting essential sectors throughout this COVID-19 crises demonstrates the sector's innovation, skills and expertise. Manufacturing's commitment to keeping the country running is hugely appreciated, with particular praise due to companies who have scaled-up or repurposed to manufacture vital supplies for the health sector.

We want a strong manufacturing sector to help drive Scotland's economic recovery and future prosperity. Companies should therefore use this guidance to look forward and engage with trade union or workforce representatives to develop workplace specific plans for a managed transition away from current restrictions, allowing sufficient time for that joint work. And while those plans should be fully developed, with measures put in place and tested where possible, they should not be implemented as yet. Decisions on the phasing of a sector wide return for manufacturing will be made in line with the Route Map.

The Scottish Government has initiated a broad collaborative process to develop sectoral guidance which will underpin that managed transition and provide clarity and confidence to industry, employees and local communities, protect public health and concurrently optimise economic recovery. Aligned with that we are reviewing and enhancing testing and enforcement arrangements, and ensuring that the guidance is coherent and connected, recognising for example transport and other inter-dependencies.

We are working with the UK Government to align our approach and guidance, where possible and on the basis of scientific evidence on the levels of infection in Scotland. This guidance is intended to work alongside UK Government guidance and aims to assist employers, businesses and their workforce ensure a safe working environment and readers will recognise consistent themes within this guidance with the UK Government's [Working Safely during COVID-19](#) publications.

This guidance should be read in conjunction with the Scottish Government's [business and physical distancing guidance](#) which still applies.

Business support

There has been an unprecedented package of support announced from both the Scottish and UK Governments to support businesses which includes retailers. This support should help many employers preserve their business, maintain jobs and pay their workers throughout this crisis. Information on this support is available through [findbusinesssupport.gov.scot](#). We urge all businesses to make use of this. In the event of closures for retail premises all available support measures must be utilised to protect the jobs and incomes of retail workers.

Assessing risk

Involving the workforce in a risk based approach

As a minimum we expect:

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

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. Companies that have successfully been able to maintain or increase production of essential goods during the COVID-19 crisis have highlighted the importance of joint working. Protecting the health of employees 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

Manufacturing businesses and employees are familiar with a risk based approach to managing work and onsite activity. 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. The assessment should include a phased implementation timetable, structured broadly as follows:

1. Planning

Plans to re-open a workplace should be developed in consultation with the workforce and updated on an ongoing basis. That planning must be based around risk assessments and safe systems of work [physical distancing](#), [hand washing](#), and fair work principles and be designed to enable a restart that allows the business to trade while protecting employee health and well-being.

2. Preparation

Physical distancing and hygiene measures require work to be carried out before a restart – for example screens, one-way systems, 2- metre zones, canteen re-arrangement, PPE provision, hand sanitisers etc. Then briefings and inductions into the new ways of working. These all take time and require resourcing and commitment.

3. Pilots

Experience confirms the value of trialling the new way of working before a fuller restart is attempted, so a limited-scale pilot to test systems, find weaknesses and make improvements before a fuller restart is essential.

Dynamic assessment

A risk assessment or adoption of mitigation measures should not be a one off exercise, rather part of a regular and ongoing dialogue and feedback loop between employers and trade union or workforce representatives to 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. The open and ongoing engagement between trade union or workforce representatives should enable adjustments to be made quickly and smoothly at the relevant stage, including potentially tightening workplace restrictions or reducing numbers onsite if the dynamic risk assessments indicate this is necessary.

Utilising expertise

Companies should ensure their health and safety professionals and representatives have the skills, training and knowledge to understand the risks associated with COVID-19. Where companies and their workforce do not have access to these skills in-house they should together 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 can help companies understand the risks associated with different activities and situations within individual companies and offer the support managers and workers may require.

Building confidence, supporting wellbeing

Returning workers may have some level of apprehension about how safe they may be and they may require reassurance and demonstration that measures recommended in workplace risk assessments 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 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, where possible
- health factors to be considered in any phasing of who returns to work, with employees living in vulnerable or shielded households only expected to return when new safe working environment measures have been implemented and a return to onsite work is consistent with individual medical advice
- new manufacturing arrangements to be tested and modified through collaboration between employers and employees and
- companies to take travel to work and childcare considerations into account in decisions around a phased restart

Continue home working

Minimising the spread of the virus will remain important in ensuring the overall protection of public health. Therefore planning for a safe return to work should assume that those able to work from home will continue to do so. Companies should plan for the minimum number of people needed on site to operate safely and effectively, with a phased return necessary for many businesses. Home-working should be the default, where possible.

Pilot measures

As implementing new enhanced safety measures may take time to embed 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 companies, in discussion with trade unions or employee representatives, before deciding which individuals to involve in pilots and a phased restart.

Employee health and well-being

Employers should ensure the organisation 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, and demographic/personal circumstances. Therefore, it is important organisations foster a fair and inclusive working environment that does not tolerate discrimination. There is also a risk of victimisation of those infected, suspected, or 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](#)

Individual health circumstances and [protected characteristics](#) should be considered and discussed with employees before prioritising who is asked to return to work and when. This should recognise the protective measures required to minimise health risks to vulnerable or shielded workers or those living in vulnerable or shielded households, exploring whenever possible how these staff can work from home. Consideration of health circumstances and protected characteristics should be given to this as part of the risk assessment process. Permission should be sought from individuals before collecting any information on health conditions of those within their household.

As the [Test, Trace, Isolate, Support](#) approach rolls out (Test and Protect as we are calling it), all workers should continue to follow health protection advice to isolate either themselves or as part of their households should anyone in the household exhibit COVID-19 symptoms. Advice within workplaces should continually remind people of the symptoms to look for and clear advice be provided on how to respond should symptoms become apparent at work. Advice for employers on [helping staff who need to self-isolate](#) is also available.

Planning should recognise that ongoing physical distancing measures required to reduce the spread of the virus may mean that the number of employees able to be accommodated safely in the workplace is limited. The workforce may have questions or concerns about returning to work. Companies are encouraged to work with trade union or workforce representatives to enable individuals to work from home while self-isolating, if appropriate. If able to work from home, employees should continue to do so after a period of self-isolation has ended.

Pay for workers who are sheltering, self-isolating, sick or balancing care responsibilities is likely to be a source of concern for employees. Companies 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. Workers who are shielding or who live with someone who is shielding, should not be compelled to attend work and companies should make arrangements to ensure those staff are not disadvantaged due to obeying medical advice. Companies should explore measures such as suspending the normal application of sickness or disciplinary procedures related to attendance in these cases.

Companies 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. Companies and trade union or workforce representatives should be alert to this and direct anyone experiencing mental health issues towards available support.

Operational guide and checklist

Changing the workplace environment to protect your workforce

As a minimum we expect:

- enhanced health and safety measures to be in place before staff are asked to return to work, including physical distancing guidance and hygiene measures, generally and at bottleneck situations and
- safe travel to work arrangements to be considered as part of a risk assessment, with any relevant adjustments adopted

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 companies 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 started well before a planned production restart date (or ramp-up where production of essential goods have continued at less than full capacity).

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

Enhanced hygiene measures should be a key plank of workplace-specific measures to create a safe working environment, including for example:

- sanitiser and hand-washing facilities at key points, including on entry and exit points
- additional sanitiser and handwash facilities around communal areas
- regular cleaning of work equipment and work stations including considering how often and where deep cleans may be required
- minimising the use of touchpoints throughout buildings, including exploring where possible how digital processes or systems may replace the need for face-to-face discussion

Physical distancing

Physical distancing is the other key plank of workplace-specific measures to create a safe working environment.

Factors companies will want to consider 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 companies 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

Companies 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. While this might help boost production it requires proper negotiation with trade union or workforce representatives if it involves a change in employee terms and conditions.

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 therefore need to be considered to ensure effective arrangements are still in place. Everyone onsite should be familiar with new processes.

Travel to work and Personal Protective Equipment (PPE)

Health Protection Scotland (HPS) have 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.

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 Health and Safety Executive (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.

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/police CT 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:

- www.cpni.gov.uk/staying-secure-during-covid-19-0
- www.gov.uk/government/organisations/national-counter-terrorism-security-office

COVID 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 companies 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 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. Companies and employees should remain in regular communication throughout any period of self-isolation with companies encouraged to work with trade union or workforce representatives to enable individuals to work from home while self-isolating if appropriate.

Safe home working

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. Companies should consider that, and how to best support working from home (for example, provision of laptops, mobile phones, video conferencing services etc). Advice on home working can be found at <https://www.hse.gov.uk/msd/dse/>.

Checklist

A checklist to support companies implement this guidance will be developed in response to initial feedback and added here as part of the regular updating of the guidance.

Deliveries, distribution and visitors

Protecting your workforce and those who come on-site

As a minimum we expect companies:

- to provide early clarity to their supply chain about honouring of orders in the system, linked to new production capacity and consumer demand/contracts and
- 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 a company'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. Companies 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 visitors

Many sites, especially larger sites, may normally have a number of contractors and visitors not employed by the company running the site. This presents increased risk of virus transmission if people do not adhere to the same interpretation of rules. To address this risk companies should consider limiting site 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. This would set out requirements for how everyone behaves on a site including entering and leaving the site, clarifying responsibilities for all around maintaining good hygiene and physical distancing.

Drivers accessing and leaving sites present another challenge and potential source of interaction or transmission to manage. Companies manufacturing essential goods like food manufacturers can provide good practice advice based on experience of continuing to operate at the current time. Measures introduced to maintain a safe working environment onsite, developed with suppliers and delivery companies has included looking to remove the need for documentation to change hands where possible by adopting electronic processes as well as reducing access to contact points by requiring drivers to remain in vehicles or providing access to facilities like toilets which are only for external visitors, therefore avoiding risks of cross contamination to or from the manufacturing company's staff.

Training and compliance

As a minimum we expect:

- training around processes and working environment expectations to be provided for all staff before restarting work
- companies to establish measures, in collaboration with trade union or workforce representatives to monitor compliance with relevant regulations and processes put in place to enable a safe return to production

Workforce training

Every workplace should look and feel substantially different for employees. 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 company specific measures and expectations of staff while onsite, in a way which maintains physical distancing. Companies 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. Some companies involved with the manufacture of essential goods have initiated a universal induction process covering their new, enhanced hygiene and physical distancing measures. This induction process can help demonstrate companies 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

Employers should also put in place, with trade union or workforce representatives, robust local arrangements to monitor compliance with new operational arrangements. Remedial actions should flow from that monitoring, and be augmented by advice, guidance and support from external enforcement authorities.

It is vital during restart for workers to have confidence in the steps being taken by their employers. Employers should look to establish processes to allow employee feedback on social distancing and safety protocols, enabling employees to input on areas of concern and for employers to act upon these concerns.

A single point of contact has also been established for trade union or workforce to help the Scottish Government understand how all COVID-19 workplace guidance is being implemented, and to help shape and refine that guidance based on the real experience of workers in the workplace. The mailbox can be contacted by email: scottishtradeunioncovidenquiries@gov.scot.

This contact is not intended to be a reporting mechanism for potential breaches of legislation. To ensure appropriate enforcement action is taken when needed, any potential breaches of legal requirements must be raised with the Health and Safety Executive (HSE).

The regulator for health and safety at work, the Health and Safety Executive (HSE) is constantly applying their expertise to ensure people at work are protected, utilising the powers at their disposal under the Health and Safety at Work Act 1974. HSE is treating COVID-19 as a workplace health issue with regard to the protection of workers from infection. HSE can and will use the Health and Safety Work Act to ensure social distancing in the workplace in relation to workers. HSE can be contacted by phone on 0300 003 1647 or online at [HSE contact form](#)

Where HSE identifies employers who are not taking action to comply with the relevant public health guidance to control COVID-19 health risks to workers, HSE 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. These actions will be taken under existing health and safety law. A framework agreement between Police Scotland and local authorities supports the referral of complaints about lack of reasonable social distancing at work.

Next steps

Review and future development

This guidance extends until further notice. It sets out both our current advice and guidance for the manufacturing sector in helping to handle COVID-19, as well as beginning to develop a 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 the industry 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, 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 the sector's employers and unions. Please ensure you use the latest version.

It is for individual businesses 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 \(COVID-19\): framework for decision making](#)

[Coronavirus \(COVID-19\): framework for decision making – Scotland's route map through and out of the crisis](#)

[Coronavirus \(COVID-19\): business and physical distancing guidance](#)

Further guidance on physical distancing can be found on [NHS inform](#).

Advice on substantive [support packages available for business and their employees](#)

Guidance on childcare can be found at <https://www.gov.scot/publications/coronavirus-covid-19-childcare-closures-and-emergency-provision/> and for Key Workers <https://www.gov.scot/publications/coronavirus-guide-schools-early-learning-closures/>

COVID-19 information and [guidance for general \(non-healthcare\)](#) settings

[Guidance for the construction sector](#) in Scotland

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

SPPN 4/2020 covers procurement related issues as a consequence of the COVID-19 outbreak.

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.

Legislation

[Coronavirus \(Scotland\) Act 2020](#)

Fair Work during the COVID-19 crisis

Please see our [Joint Statement with the STUC](#)

Other sources of COVID-19 information

UK Government guidance on [working safely during COVID-19](#) in different workplaces

The [Health and Safety Executive](#) (HSE) have provided advice related to COVID-19

[Food Standards Scotland](#) provide guidance for food business operators and employees.

Further detailed guidance on security can be found at <https://www.cpni.gov.uk/staying-secure-during-covid-19-0> and <https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>.

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