

Hybrid Working handbook

January 2023

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1. Introduction

1.1 Purpose of this handbook

Many staff have required to be at their place of work for essential business reasons in part or in full throughout the pandemic, whilst many have largely worked from home. We are no longer required to work from home if we can and so staff are returning to work from their usual office base, however there are also requests from staff who want to work in a hybrid way, with a mix of some work time at home and at their normal work location. This handbook sets out how we will move forward as greater number of colleagues are welcomed back to the office.

It provides details what colleagues need to know and do, whether coming back into the office, or undertaking a mix of home, remote, or in the office working. We ask that everyone reads through the handbook fully to familiarise themselves with the approach we are taking.

It applies primarily to staff in office and administrative buildings such as the Council Offices at School Place. As arrangements may vary due to sector specific guidance in areas such as Care and Education, staff in these settings should follow the arrangements already in place for their safe working. However, when in common areas of a Council buildings we ask that the guidance is followed by all staff.

As we settle back into a new normal and reflect and share on the experience of working during a pandemic, this will be a time for active learning, trialling new ways of working and shaping the future of work together. Some of this change may happen quickly, other change will likely develop over time.

1.2 Our journey so far

When the scale of the pandemic became clear, a great deal of work was done to enable most people to work from home. Supporting colleagues and the organisation

as a whole through this 'stay at home' phase has been the goal of the Senior Incident Management Team.

As we move beyond the Covid-19 pandemic we are entering a new chapter of work. This reflects neither our work experiences pre-pandemic, nor those of the last 2 to 3 years. This is something new again and it will take time for individuals, teams, and the organisation as a whole to adapt.

1.3 Life beyond home working as a default

In the weeks and months ahead, we will listen, reflect and reshape what it means to work for Orkney Islands Council

In moving to this next chapter, we will commit to,

- Provide safe and secure environments for people to work in.
- Ensure we exercise our duty of care to employees and our colleagues.
- Provide the wellbeing support that colleagues really need
- Promote diversity and inclusion
- Ensure productivity and efficiency
- Work in partnership with our recognised Trade Unions and other stakeholders and engage in open, honest dialogue with colleagues
- Adopt best business practices and manage risk

2. Working during Covid-19

Many Council staff who do not directly provide or support frontline services have been working at home in part or in full since March 2020.

We will use the findings of staff and customer feedback to help shape the longer term, whilst recognising there is going to be a period in the short term where we need to trial arrangements before adopting a long-term position.

A return to the office, incorporating hybrid working where practicable and taking the time to listen, reflect and improve as we trial new ways of working will allow us all to move forward together and adapt quickly. Working in this agile way means we can react quickly, pause or if need be go back a step, if the health advice or the feedback on our approach suggests we need to do something different.

3. A return to offices

3.1 Background

It's important to note that operational and service requirements will lead decision making on which roles are appropriate for hybrid working and therefore individual teams and services will need to make decisions within this overall framework over what suits their needs best. We have seen an increase in the number of people back in Council buildings, but working from home will continue to be a key part of how we work for those able to do so.

The offices we return to may look and feel different, and the way we access and move around our buildings may have changed. There may continue to be some risk mitigations around work spaces and changes throughout buildings to help continue to suppress the transmission of coronavirus and enable us to work safely.

Rigorous checks and changes have been made in all buildings since the start of the pandemic, including conducting maintenance checks, health and safety walk rounds and workplace risk assessments.

3.2 Preparing for Day One

In preparing for a return to the office, if you have not already done so, and whether you would like to work from the office, home or a mix of both, there are a number of steps you should now take.

- **Step 1:** Read through the guidance to learn about the changes to the workplace and our approach to hybrid working.
- **Step 2:** You and your manager should discuss work-styles, taking into account the requirements of your role and your personal circumstances using the appended checklist.
- **Step 3:** Agree with your manager the way forward for this trial period.

3.3 Beyond Day One

Our work is not over on Day One and in the days, weeks and months that follow, we will consider carefully how our ways of working – including where we work – can best meet individual and business needs, and support delivery of our services.

We'll revisit the very nature of work and what we mean by workplace, building on the experience of working from home during the pandemic and the kind of organisation and employer we want to be.

We'll look at ways we can build and support a more flexible workplace experience with a choice of work spaces that match the type of work being done and individual needs. Over time, our reason to access physical offices will likely change with less focus on desks and more on collaboration. This will of course take time and budget to plan and deliver.

Despite all of our planning we must be mindful that coronavirus is still with us.

Changes to public health advice and [updates to the strategic framework](#) may require us to adjust plans accordingly.

4. Wellbeing

We have all been affected by coronavirus. It has reshaped the way we live, the way we connect and the way we work. It has impacted us both personally and professionally and may have affected us differently, partly depending on whether we're working at home or in offices.

A number of resources are available on the staff area of the Council website to help manage your health and wellbeing and help understand and address any anxieties you may have as we move forward.

5. Hybrid working

Hybrid working enables employees to work partly in the workplace and partly at home or in another Council building.

There are some roles, or duties within roles, where there is an absolute requirement that they are performed in a specific workplace or location at specific times. For such roles or responsibilities, there are very limited options in terms of flexibility that can be offered for where, when and how that work is carried out, and that is unlikely to change.

For some roles, we envisage it will be possible for there to be flexibility on where, when and how work is delivered and for individual colleagues to have a degree of personal choice, subject to business and operational requirements being met. In all circumstances any changes must be agreed and approved by the relevant line manager.

Working from home may continue to play an important role in business continuity considerations. Some people may be able to continue to work predominately at home as part of hybrid working. Hybrid working will also include “field” roles that

require regular attendance at a location other than an office as well as a proportion of work from home.

In addition we see hybrid models of work as helping to support the de-centralisation of jobs with the Council and helping to sustain employment in our Isles.

5.1 Hybrid Working Principles

We've set out four principles to guide us as we design what hybrid working will look like:

Principle 1: It is essential that business requirements are met

We have shown what we can achieve while working in different ways, including working from a location other than a Council building. We must use what we've learned to move through and out of the pandemic in ways that keep us safe and support our commitment to work together to improve the lives of the people of Orkney.

While every effort will be made to accommodate your personal choice, it must always be weighed against business and operational needs. You may have to come into a workplace to do certain tasks, functions or take part in certain events. The position of the wider team and its overall effectiveness must also be considered, not just individual needs or wishes. The need to provide high quality Customer Services must be considered. Ultimately managers retain the right to exercise reasonable judgement around service operations and therefore may require an employee to be at their normal place of work.

We haven't attempted to produce an exhaustive list, but the following are examples of business needs that might require you to be in the office or other workplace:

1. Your role requires you to be in a specific location working with specific equipment or with access to specific systems.

2. Your role is part of a process with quick turnaround times and interaction with colleagues at different stages, requiring efficient coordination.
3. You work closely with frontline delivery or supporting Elected members on a day to day basis having both formal meetings and many impromptu discussions between meetings that are easier and more effective to do if co-located, at least for periods of the week.
4. Your colleagues are planning to get together, for a group session, a team meeting, or just to check in. This may be ad hoc or it could be agreed that having a regular get together (e.g. weekly or monthly) in person is beneficial for colleagues.
5. You are working closely with a colleague on a task where you agree that face to face would simply make life easier.
6. There are training sessions running or group events where, because of the nature of the course or subject, having one or some of the team in a room, and some on-line would reduce the quality of the experience.
7. You are learning something new, where sitting beside someone and being able to ask questions throughout the day would be beneficial. Or, you are helping someone learn in a similar situation, e.g. as part of someone's induction, especially a trainee or an apprentice.
8. You are about to start working with new processes or technology that has just been launched. There will be collective learning where face to face conversations throughout the day may be helpful.
9. You are meeting with external parties that aren't set up effectively to make on-line working feasible.
10. You have been asked to work on-site to provide support to other less experienced colleagues who are working on-site.
11. You are interviewing job applicants.
12. A large 'all-staff' event is happening that involves presentations, break-out sessions and networking opportunities

Principle 2: We will create a framework to trial new ways of working rather than develop fixed singular options

We will not for the foreseeable future agree permanent variations to contracts of employment in relation to the identified location of work. Contracts will continue to be based on the same terms that they were prior to COVID-19. We will not issue any contracts that have an individual's home as their contractual place of work and working from home will be on a voluntary and ad-hoc basis. An exception to this may be where it is appropriate for a formal homeworking agreement to be put in place as part of a reasonable adjustment under equality legislation.

This approach will not prevent you from working on a hybrid basis between home and your contractual place of work. We still believe it is important for staff to have a **regular workplace presence in order to facilitate and foster collaboration and in order to support employee's health and wellbeing. We are therefore setting an expectation that all staff will normally spend a minimum of 40% of their contractual hours at their normal place of work. It is accepted there may be exceptional circumstances for some posts in this regard that means they will be present for less than 40% of their contractual hours – such situations will need to be agreed on a case by case basis and justified on business need. The exact hybrid arrangements for each employee will be a matter for local decision making and agreement subject to meeting business requirements between them and their manager.**

Decisions on how, where and when work can be delivered will be taken by those best placed to take them; between individuals and their managers based on an understanding of business needs and expectations. This should be alongside discussions at team level about how teams can work better together and in consideration of individual work-styles.

This trial/phasing period is likely to last until at least September 2023 and we will review how effective hybrid working is after that point. Business needs and expectations may change so flexibility is required on all sides.

Principle 3: Remote working

For those staff working in a role with a hybrid work-style, staff can work from home (or another agreed Council building) remotely on the understanding that they are able to attend their contractual work location in line with the terms of the hybrid working arrangement they have agreed with their manager. These should set out on what frequency and on what kinds of occasion attendance at the contractual work location will be required. The arrangement may also want to consider the degree to which this can be predicted. Some roles may require a level of flexibility and responsiveness in order to meet business needs week to week, others may be more predictable.

As the capacity to attend a specified Council work location will remain a contractual requirement, our expectation is that staff will attend their normal work location as and when needed. This means that staff can choose to live some distance from their contractual work location but in doing so accept that travel to their contractual work location will be in their own time and at their own expense, as commuting costs cannot be paid by the Council.

We do not normally support remote working abroad, unless there is a genuine requirement to do so in the role, or in exceptional short-term circumstances. The position reached reflects significant issues of compliance related to employing individuals resident in another country including immigration / right to work in that country, security, taxation, pensions, social security, and employment law.

Individuals that are resident outwith Orkney who apply for a Council position will normally be required to move to Orkney if they are successful in their application for employment in order to satisfactorily carry out the duties of their post and fulfil operational requirements.

Working remotely outside Orkney may be possible for short term periods for personal reasons, or where specific recruitment difficulties can be met by doing so. A request for this should be made by the manager to their Head of Service and

approved by the relevant Corporate Director. All compliance measures should be met and there should be no additional cost to the Council. The maximum period that can be supported in these circumstances is 6 months in a 12 month period.

Staff who already had pre-existing contractual flexible working arrangements in place prior to this guidance will continue with those arrangements, but any future arrangements agreed between a manager and employee/job applicant will follow this principle.

It is important to ensure when working from any location that conversations cannot be overheard, screens cannot be read by others, and that mobile phones and laptops are not left unattended.

Principle 4: Expenses

As home working under a hybrid model will be voluntary, you won't be eligible for any specific allowances. Business expenses for things like stationery or phone calls may be reimbursed. There won't be a home working allowance to cover costs such as house insurance, broadband, heating or lighting.

During earlier stages of the pandemic, staff could claim tax relief on working from home expenses directly from HMRC, as this tax relief is applicable if you **have** to work from home, including because of Covid-19. HMRC does not allow this tax relief if you choose to work from home on a regular basis, either for all or part of the week and so from tax year 2022/23 this tax relief will not be an option for those working under a hybrid working model.

The base location set out in your contract will be seen as your ordinary commute regardless of how frequently that journey is made. Travel and subsistence expenses can only be claimed for journeys to another location that are in excess of that commute.

5.2 Work styles

We do not all need to adopt the same approach to where and when we work even within the same team or wider Directorate. Different roles or types of work, have different needs, others offer different possibilities for those who do these roles. It is also not an entirely new concept that teams are made up by people with different working arrangements (e.g. working from different locations and different days / times).

Some roles afford more flexibility than others, some may require us to be at a specific location for a specific purpose, whilst others can be done from other locations.

There are three work-styles:

1. **home** - for roles where the employee is able to work permanently from home, generally as part of a reasonable adjustment under equality legislation. We would not expect many roles to fall into this category.
2. **hybrid** - for roles that include a regular mix between working from home, offices and / or on-site. There is no singular ratio between the number of days in each location, however a minimum of 40% of working time should be spent at your contractual base. The specific arrangement for each employee is a matter for agreement between managers and individuals to suit business requirements and personal preferences. This work-style may also include “field” roles that require regular attendance at a location rather than an office who may also do a proportion of work from home.
3. **on-site** - for roles that require the employee to be somewhere specific for example in a Council building; or because it is their preference to work predominately in a Council building; or where they are unable to work

effectively from home, either for personal reasons or because of wider team / service considerations.

5.2.1 Finding your work-style

For most areas there will be an obvious work-style for your role and team. For others you may need time to consider the relative merits, needs and preferences of to find the right balance.

To find your work-style, managers and individuals should first discuss business requirements as well as personal preferences and needs. A Check list pro forma is appended to this handbook to assist managers and their staff to form an agreement.

The availability of desks or other spaces in the workplace will also need to be a factor in determining when staff will attend workplaces. It may not be possible to give any member of staff who is not working full time in the office their own, dedicated, desk. This will be discussed with individuals where required.

It will be important for discussions to be considerate of how teams and groups of colleagues will work together and we propose that teams or groups of colleagues should come together to discuss the work style that best reflects the needs of the work needing done. Colleagues should also be mindful that some staff have contractual hours, work part time or within set hours. When discussing work styles, you should consider all the different working patterns within a team to ensure equity of opportunity and inclusion.

Throughout this last year we have heard many people express their views on home working versus office working, and many shades in-between. We are each different, with different circumstances at home, different likes and different needs. The best teams will be considerate of all of these needs, and do what they can to support colleagues. Flexibility and hybrid work-styles are far more likely to succeed over the long term if we are each flexible, reasonable and supportive of our colleagues.

Whilst you may agree a hybrid way of working with your manager as part of this trial, you should not assume that this schedule can or should remain fixed permanently. Business needs change, situations arise and requests will likely be made of you that don't fit within a fixed schedule.

When considering work-styles, it is important to consider operational needs, and personal risk assessments to ensure necessary arrangements are in place.

5.3 Managing Hybrid Teams

If you're managing a hybrid team, you must be considerate of the range of work-styles in your team to ensure fairness and that no one is excluded due to their working pattern or location.

For example, you should talk to your team about:

- how the team will keep in touch to discuss work issues and provide mutual support
- being mindful of different working patterns especially those that are contractual or within core hours
- how to ensure all members of the team, regardless of location, have the same opportunities, e.g. training, networking and career progression
- the use of shared calendars to show availability (while ensuring confidential meetings are marked as 'private')
- the use of collaboration tools for joint working
- the use of MS Teams to ensure those in the office and working from home feel equally involved in meetings
- the need to consider working patterns and avoid colleagues' non-working days when setting up meetings
- how the workplace is to be used, for example for one-to-ones and team events

As a manager, you should discuss work-styles regularly, e.g, at monthly conversations, to ensure working arrangements continue to meet individual and business need, to address any concerns about working environments – both at home and when in the workplace - or someone's ability to work effectively under their hybrid working arrangement.

You should also check members of the team are taking regular breaks, regardless of work location.

5.4 Caring and childcare

Working from home can bring benefits to carers and those with children, as it enables employees to work around their caring role.

However, it is important that employees keep their caring role separate from their work and record their hours accordingly, e.g. clocking out of flexi to do the school run or being realistic about the number of hours you can work when looking after children in the home. Existing policies will continue to apply for disruptions to childcare and caring provisions.

Other changes to working practices must be agreed with your manager and existing policies will continue to apply. For example if you wish to change your hours of work on a temporary or permanent basis, whether working in the office or in a hybrid way, this still requires discussion and agreement with your manager.

5.5 Home Insurance

Colleagues must take reasonable care of any official equipment supplied for homeworking purposes. No additional cover is needed for equipment provided by the Council as we will cover the risk, provided reasonable precautions have been taken, e.g. the house is reasonably secured when no-one is at home.

It is your responsibility to ensure that working from home does not invalidate your home insurance policy – in a hybrid arrangement where your base location remains that stated in your contract, this is unlikely.

5.6 Mortgages and landlords

It is your responsibility to let your mortgage company or landlord know you are working from home. You are responsible for making sure occupation of the home is not subject to conditions or covenants in your mortgage or tenancy agreement which prevents working from home.

6. Allocating space

Our workforce has grown during the pandemic and this, alongside careful distancing and the fact that some of us may still be working at home for part of the week, means we need to make sensible use of the space available in our buildings. It may be that provision of a dedicated workspace exclusively for an individual employee may not be possible, and shared workspaces and equipment may be required.

Decisions will be made locally within services about who should return to buildings, when and for which days. These decisions should be in line with agreed principles, with priority given to colleagues who:

- would benefit from returning to an office on health and wellbeing or disability grounds
- have a home environment which is not supportive of home working
- have a business need to work from a Council building
- are new to the organisation and require training/mentoring (and those required to support this)
- would benefit most from collaborative working in person

Services will be expected to manage use of their space to ensure fairness and maintain safe occupancy levels.

7. Questions and further advice

If you have questions please speak to your line manager or where there is specific advice or guidance required seek this via Human Resources, or if the matter is Health and Safety related - the Safety and Resilience team.

Appendix 1 – Version 1 accurate at September 2022

This appendix covers a number of matters related to staff health and safety and current guidance and will be updated if and when required.

1. Working Safely

As an employer, we still have obligations under the Health and Safety at Work Act to ensure that we are preventing the spread of infection and exercising a duty of care to staff. Therefore, we need to ensure that measures to prevent the spread of infection are still being taken. We also need to ensure that sufficient business continuity measures are in place.

For Orkney Health and Care Staff, working in social care settings, there is still specific guidance in place but this has seen significant relaxations recently with LFD testing and the wearing of face masks having been removed in certain circumstances.

For other Council staff who carry out visits to homes and businesses please ensure that risk assessments continue to be followed; pre-visit please call to confirm that nobody in the premises is showing symptoms or self-isolating. During your visit maintain physical distancing, wear a face covering; wash or sanitise your hands upon entering and leaving.

For those working in offices; wash or sanitise your hands regularly; maintain physical distancing as much as possible; and keep windows open to increase ventilation.

Updates on current guidance in the workplace may be issued as and when required by Human Resources and Safety and Resilience.

1.1 Hand sanitisers

Use the hand sanitisers and rub your hands till dry when you enter until you get to hand washing facilities. Sanitise your hands when leaving workstations and before touching anything else.

1.2 Targeted/Enhanced cleaning

Enhanced cleaning of common contact points such as doors and handrails within the offices is continuing.

1.3 Face coverings

There is no longer a requirement to wear face coverings in communal areas of our buildings unless you are exempt. However, staff members who wish to continue to wear face coverings should be supported in this by their managers.

1.4 At your workstation

You should continue to work from your Council provided laptop or other assigned device irrespective of whether you are in the office or working from home. Your workstation should have a monitor, mouse, keyboard and docking station for you to connect your laptop to when working in the office or at home. Working in a hybrid way would not require two sets of equipment to be provided for employees. We would expect equipment that needs to be fixed to be based at the location where the majority of work time will be spent.

Be considerate of those around you and respect another's need to work and privacy. Just because someone is nearby doesn't mean they are available for conversation at all times. Be respectful of others, for example by using headphones when in virtual meetings, and expect others to act in the same way.

Observe the clear desk policy, leaving workstations free from clutter and clearing all items away once you've finished working there. You may also wish to consider additional steps such as leaving signage that your desk or workspace is available for other staff is available if you are going to be working from another location.

1.5 Security

Security is everyone's responsibility. You should continue to comply with your usual security responsibilities, including wearing your security pass at all times within the building, locking your screen and locking away any sensitive documents when away from your workstation.

1.6 Ventilation

Good, active ventilation in buildings helps to reduce exposure and has become one of the most important mitigations due to recent changes in the virus.

The easiest way to achieve this in the vast majority of buildings is by opening windows. When at your desk and especially in meeting rooms, if the windows open then you should open them. We understand that during winter months balancing ventilation and keeping warm will be challenging. Think about opening windows that are not directly opposite you or colleagues, have them partially open rather than fully or open them for part of the day. In meeting rooms, consider keeping the door open if you are not discussing sensitive issues. Please remember to close any windows that you have opened before you leave at the end of the work day.

Purging of office space is a good way of assisting with ventilation requirements where this cannot be maintained through opening of windows or trickle vents. This includes opening the windows and doors after the room has been used for a short period of time especially after a meeting.

In buildings which have mechanical ventilation systems in place, fresh air ventilation comes through ceiling mounted vents which deliver tempered air that has been mixed with fresh air from air handling units.

Mechanical ventilation systems are normally automatically controlled by a building's Building Management System and will be operated at the maximum design flow rate.

1.7 Using the facilities

1.7.1 Toilets and shower facilities

Toilets and their hand washing facilities are open for use. You should wear face coverings unless you are exempt and be aware of others space.

Limited numbers of shower facilities are available in some buildings. Use of these is restricted to allow essential cleaning between use. Use of showers in other buildings will be kept under review.

1.7.2 Kitchens

Kitchen facilities are open for use. There should be occupancy signage on the kitchen door. Use good hand hygiene techniques and limit use of high touch items such as kettles, fridges and taps. Don't leave personal items or foodstuffs out in the area.

2. Challenging non-compliance

Health and safety is everyone's responsibility and the changes that we've made in our buildings are there to reduce the risk of transmission and ensure we can all work safely.

Anyone not following the guidance should expect to be challenged by their colleagues. You may feel uncomfortable doing so, but we all have a responsibility for the safety of ourselves and colleagues.

You may find it helpful to point out to colleagues the signage that exists or referring them to existing guidance that explains the importance of us all working together to minimise the risk of transmission.

Repeated disregard of the guidance may constitute misconduct and may lead to disciplinary action.

If you have any concerns you should speak to your line manager.

3. Meetings

On-line meetings are a very effective defence against the transmission of COVID and thus having meetings online is encouraged wherever possible. However, we appreciate that sometimes a face-to-face meeting will be required. Most meeting rooms are open and available to be booked through the normal channels.

3.1 Availability

Meeting rooms where there are means of ventilation either through the opening of windows or mechanical ventilation will be available for use, however you should not use a meeting room if you have not booked it in advance.

3.2 Fair Use

Please be mindful of the needs of others when booking a room.

Do not book unnecessary recurring meetings or meetings weeks in advance where this can be avoided. This will help to ensure that rooms remain available for others to use.

3.3 How to book a meeting room

Normal processes for booking a meeting space are in place.

3.4 Participating in a meeting

Improved technology is being investigated for meeting rooms to support hybrid meetings using Microsoft Teams and other cloud based conferencing tools. The aim is to ensure parity of experience for colleagues, regardless of where they are connecting to the meeting from.

When participating in a meeting with colleagues joining remotely you should consider how best to include those attending remotely. For example, there may be the possibility to use a large screen in the meeting room and connect to a laptop with Teams.

3.5 Meeting etiquette

Adopting a “digital first” approach for meetings and other team discussions is helping deliver an inclusive culture. For example, colleagues have advised that one of the benefits of everybody using MS Teams over the last year has been a more inclusive experience in meetings when compared to previous arrangements.

Good etiquette is about how you prepare, treat others and focus. If you define these rules at the outset, you’ll get a lot more out of your virtual meeting.

4. Visitors

Visitors should only be invited into the office where there is a business need. Visitors are your responsibility when in the building and you should make visitors aware of the measures in place in our buildings, ideally before they arrive, so they know what to expect.

5. Official Business and Travel

Work related travel and attendance at events outside Orkney are subject to the normal approval processes and current guidance should be followed in terms of risk mitigation.

During the pandemic more meetings and training opportunities have moved online, which in many cases has proven to be both time and cost effective for attendance. This should be taken into account when considering booking travel to attend a meeting or event in person.

6. Fire evacuation

The response to any fire alarm will be in accordance with existing fire procedures. In the event of an alarm, please make your way out of the building via the closest fire exit and make your way to the nearest fire assembly point.

7. First aid

Orkney Islands Council is still required to provide first aid arrangements for its workforce according to the number of personnel within a building. Please refer to the First aid at work guidance for further information and look for details of first aiders on the signs placed on noticeboards.

8. Vaccinations

Public Health advice is that the coronavirus vaccine is our best protection against coronavirus and people should get the vaccine when offered, unless they have been advised not to.

However, you do not need to be vaccinated to work to the office, nor will we ask you to confirm whether you have been.

If you are anxious about returning to the office and have not been fully vaccinated then you should discuss this with your line manager as part of your return and risk assessment process.

Further advice and support is available from HR or via Occupational Health

9. Suspected or positive case at work

If you develop coronavirus (COVID-19) symptoms, need to self-isolate, or become unwell when working in one of our buildings/sites you should immediately look to inform your line manager and go home, taking any equipment you may need with you to work from home if you are well enough.