

Briefing Note: WDTRO
 Subject: Building Services Re-Start Plan COVID-19 Coronavirus Crisis
 From: Martin Feeney, Building Services Manager
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Introduction

1. The recent and on-going pandemic has restricted the maintenance and repairs services the Council could deliver under the Scottish Government Lockdown in response to the COVID-19 coronavirus crisis.
2. The pandemic and lockdown resulted in only essential services being provided and these included the Emergency Repair Service, Void House Repairs to build resilience within the Council's Homeless Accommodation, where void houses were pre-allocated to Residents whose current accommodation doesn't meet their needs and other Essential Incidental Urgent Repairs including Special Needs Adaptation.
3. During lockdown each week circa 70 – 80 Building Services team members have been delivering the services highlighted in 2 above. Technical and backroom team members have and continue to work from home, others have been released to other services and the remaining team member confined to their homes awaiting call back to work.
4. The Scottish Government have started to lift some lockdown restrictions under its 4 stage route map and Construction Scotland Re-start Model 6 stage plan.

Table 1: Scottish Government Route Map

Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
High transmission of the virus. Risk of overwhelming NHS capacity without significant restrictions in place.	High risk the virus is not yet contained. Continued risk of overwhelming NHS capacity without some restrictions in place.	Virus is controlled but risk of spreading remains. Focus is on containing outbreaks.	Virus has been suppressed. Continued focus on containing sporadic outbreaks.	Virus remains suppressed to very low levels and is no longer considered a significant threat to public health.

Table 2: Construction Scotland Re-start Model

Phase 0	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Planning	Pre-start site preparation	"Soft start" to site works (where physical distancing can be maintained)	Steady state operation (where physical distancing can be maintained)	Steady state operation (with physical distancing or controlled close working with PPE)	increasing density / productivity

5. As we progress to the phases beyond lockdown, we will be able to return to delivering more services.
6. In the Scottish Government update on Thursday 18 June 2020 it was confirmed we were now in phase 2 of the route map and construction sector could implement remaining stages of phased return subject to all criteria being met.

Building Services Re-start Plan

1. Building Services re-start and recovery plan will be in-line with the Scottish Government 4 stage route map and Construction Scotland Re-start Model subject to the Scottish Government criteria being met.

Table 3: Building Services Re-start Plan

Scottish Route Map	Construction Scotland Re-start Model		Building Services Action	Status / Date
Phase 1	Phase 1	Small team preparing site for re-commencement, including all revised welfare, cleaning, signage & security (team size: 10 to 12)	Preparation	
			Prepare Depot / Offices and Sites including signage, one way systems etc.	Complete
			Introduce safe office and depot plans ensuring social distancing / welfare facilities	Complete
			Review Risk Assessments (RAs) / Safe Systems of Works (SSoWs) / Method Statement (MS)	On-going
			Agree staggered start and finish times with TU's and Workforce	Agreed
			Review supply chains and possible lags in material deliveries	On-going
			Manage current shortages of personal protective equipment (PPE)	On-going
Phase 2	Phase 2	Slow build-up of workforce to optimum capacity with physical distancing and no use of Covid-19 PPE - familiarisation with new arrangements	External works and essential internal works commence	Commencing 22/06/20
Phase 2	Phase 3	Steady state operation with physical distancing and no use of Covid-19 PPE. Progression through Phase 3 will be subject to continuous monitoring by site management with feedback of data/evidence used to inform ongoing review of health and safety systems	As above increasing pre COVID-19 levels to 30% - 40%	10/07/20

Phase 2	Phase 4	Steady state operation with physical distancing and use of Covid-19 PPE once supply is stabilised	Internal repairs recommence subject to Scottish Government criteria being met	TBC
Phase 2	Phase 5	Numbers on site increase as experience of physical distancing allows	As above increasing activity to full capacity	TBC

- In-line with of Construction Scotland Re-start model phase 2 and 3, Building Services team members were called back to work on Monday 22/06/20 mostly working on external works and projects but also some internal works classified as essential.
- We are phasing the level of activity in-line with guidance and expect to have circa 50 - 60 team members back at work by Friday 26/06/20 in addition to those providing emergency and void house repair services.

A work type in phase 2 includes the following:

Housing HRA and Capital Funded Projects

- routine external repairs
- re-roofing programme
- external wall / render programme (w/c 29/06/20)
- environmental works (paths etc.)
- repairs to fire damaged properties (internal works)

Corporate Asset Management projects (Public Buildings, Schools etc.)

- external works on Early Learning Centres (ELC's)
- external works in schools
- Internal work where this is in response to COVID19 and required to allow schools to open in-line with the SG timeframes (11/08/20)

- Construction Scotland Re-start model stage 4 & 5 will include all other repairs.
- Building Services will focus on backlogged repairs in all phases.
- Tenants will be able to report new routine repairs from mid-July.
- Building Services reception areas will remained closed for the foreseeable future.

Considerations

- Consider different 'interim' service delivery model for routine non-urgent repairs.
 - Deliver these in two main areas (e.g. A1: Clydebank, A2: Dumbarton / Alexandria)
 - Main areas divided into 4 sub areas
 - Repairs will be planned in sub areas and delivered over 6 weeks (flexible based on quantity) then rotated to next sub area.

- Each area will be returned to 18 weeks after leaving the sub-area should the repairs quantity need 6 weeks in each area

Table 4: Cyclical Repair Rostra

Planned weeks	Dumbarton/Alexandria	Clydebank
Weeks 1 – 6	Sub-area 1	Sub-area 1
Weeks 7 – 12	Sub-area 2	Sub-area 2
Weeks 13 – 18	Sub-area 3	Sub-area 2
Weeks 19 – 24	Sub-area 4	Sub-area 2
Weeks 25 – 30	Sub-area 1	Sub-area 1
Repeat areas as needed	Sub-area 2, 3, 4...	Sub-area 2, 3, 4...

- During each sub-area 6 week portion tenants within that sub-area can call in to report any new external repairs. Communication strategy can be published along with sub-area locations and dates which span the period
- Any outstanding repairs will carry over into next planned period
- A communication strategy will be required if this model is taken forward and this will focus on web and electronic information, housing news etc.
- Clearly there is a need to consult on this proposal and consultation and feedback on proposed plan and strategy should will be sought from tenants groups, elected members and appropriate housing and senior officer steering groups