

TO DETERMINE THE LEVEL OF SERVICE TO BE PROVIDED OVER THE CHRISTMAS AND NEW YEAR PERIOD – AGENDA ITEM 12

Careful consideration was given to all areas when working up the rota and shifts required for the Christmas and New Year Period of the year 2020/21.

Whilst there is a need to deliver a Service to the residents of Saltash, ensuring the town centre, public toilets and play areas are covered under the Covid-19 safe working practices there is also a need to ensure staff spend quality time with their families, taking into account the year we have all found ourselves working/living under.

Shifts have been worked up taking advice from the Chairman and Vice Chairman of Services - morning and afternoon shift on all days.

Designation of a shift will be on a voluntary basis. Should there be shifts not covered the SDM will allocate the shifts to the SDGA.

I propose the following shifts be approved and managed by the SDM:

Date	Day	Duties	hours to be worked
24/12/2020	Thursday (Saltash Day for ALL STC employees)	08:00 open toilets / install sanitiser Fore Street. 08:30 clean toilets. 08:45 sanitise town centre and water front. 10:00 sanitise play areas. 10:45 Clean Toilets 11:00 Sanitise town centre and water front.	MORNING: 08:00 to 12:00 (4 hours)
24/12/2020	Thursday (Saltash Day for ALL STC employees)	13:15 building inspections. 14:15 clean toilets. 15:00 sanitise town centre and water front. 16:15 Inspect Christmas Lights. 16:45 remove sanitisers Fore Street/Fogging toilets / Locking Toilets	AFTERNOON: 13:15 to 17:15 (4 hours)
25/12/2020	Friday (Bank Holiday)	MORNING - open toilets / sanitise town centre and water front - once / sanitise play areas - once.	MORNING: 08:00 to 10:00 (2 hours)
25/12/2020	Friday (Bank Holiday)	AFTERNOON - building inspections / Inspect Christmas Lights / Fogging Toilets / lock toilets	AFTERNOON: 15:30 to 17:30 (2 hours)

26/12/2020	Saturday	MORNING - open toilets / install sanitiser Fore Street /clean toilets - once / sanitise town centre and water front - once / sanitise play areas - once.	MORNING: 08:00 to 11:00 (3 hours)
26/12/2020	Saturday	AFTERNOON - building inspections / Inspect Christmas Lights / remove sanitisers Fore Street / Fogging Toilets / lock toilets	AFTERNOON: 15:30 to 17:30 (2 hours)
27/12/2020	Sunday	MORNING - open toilets / install sanitiser Fore Street /clean toilets - once / sanitise town centre and water front - once / sanitise play areas - once.	MORNING: 08:00 to 11:00 (3 hours)
27/12/2020	Sunday	AFTERNOON - building inspections / Inspect Christmas Lights / remove sanitisers Fore Street / Fogging Toilets / lock toilets	AFTERNOON: 15:30 to 17:30 (2 hours)
28/12/2020	Monday (Bank Holiday)	MORNING - open toilets / sanitise town centre and water front - once / sanitise play areas - once.	MORNING: 08:00 to 10:00 (2 hours)
28/12/2020	Monday (Bank Holiday)	AFTERNOON - building inspections / Inspect Christmas Lights / Fogging Toilets / lock toilets	AFTERNOON: 15:30 to 17:30 (2 hours)
29/12/2020	Tuesday	08:00 open toilets / install sanitiser Fore Street. 08:30 clean toilets. 08:45 sanitise town centre and water front. 10:00 sanitise play areas. 10:45 Clean Toilets 11:00 Sanitise town centre and water front.	MORNING: 08:00 to 12:00 (4 hours)
29/12/2020	Tuesday	13:15 building inspections. 14:15 clean toilets. 15:00 sanitise town centre and water front. 16:15 Inspect Christmas Lights. 16:45 remove sanitisers Fore Street/Fogging toilets / Locking Toilets	AFTERNOON: 13:15 to 17:15 (4 hours)
30/12/2020	Wednesday	08:00 open toilets / install sanitiser Fore Street. 08:30 clean toilets. 08:45 sanitise town centre and water front. 10:00 sanitise play areas. 10:45 Clean Toilets 11:00 Sanitise town centre and water front.	MORNING: 08:00 to 12:00 (4 hours)

30/12/2020	Wednesday	13:15 building inspections. 14:15 clean toilets. 15:00 sanitise town centre and water front. 16:15 Inspect Christmas Lights. 16:45 remove sanitisers Fore Street/Fogging toilets / Locking Toilets	AFTERNOON: 13:15 to 17:15 (4 hours)
31/12/2020	Thursday	08:00 open toilets / install sanitiser Fore Street. 08:30 clean toilets. 08:45 sanitise town centre and water front. 10:00 sanitise play areas. 10:45 Clean Toilets 11:00 Sanitise town centre and water front.	MORNING: 08:00 to 12:00 (4 hours)
31/12/2020	Thursday	13:15 building inspections. 14:15 clean toilets. 15:00 sanitise town centre and water front. 16:15 Inspect Christmas Lights. 16:45 remove sanitisers Fore Street/Fogging toilets / Locking Toilets	AFTERNOON: 13:15 to 17:15 (4 hours)
01/01/2021	Friday (Bank Holiday)	MORNING - open toilets / sanitise town centre and water front - once / sanitise play areas - once.	MORNING: 08:00 to 10:00 (2 hours)
01/01/2021	Friday (Bank Holiday)	AFTERNOON - building inspections / Inspect Christmas Lights / Fogging Toilets / lock toilets	AFTERNOON: 15:30 to 17:30 (2 hours)
02/01/2021	Saturday	MORNING - open toilets / install sanitiser Fore Street /clean toilets - once / sanitise town centre and water front - once / sanitise play areas - once.	MORNING: 08:00 to 11:00 (3 hours)
02/01/2021	Saturday	AFTERNOON - building inspections / Inspect Christmas Lights / remove sanitisers Fore Street / Fogging Toilets / lock toilets	AFTERNOON: 15:30 to 17:30 (2 hours)
03/01/2021	Sunday	MORNING - open toilets / install sanitiser Fore Street /clean toilets - once / sanitise town centre and water front - once / sanitise play areas - once.	MORNING: 08:00 to 11:00 (3 hours)
03/01/2021	Sunday	AFTERNOON - building inspections / Inspect Christmas Lights / remove sanitisers Fore Street / Fogging Toilets / lock toilets	AFTERNOON: 15:30 to 17:30 (2 hours)

END OF REPORT - SERVICE DELIVERY MANAGER