Staff Helplines – Updated location

We have a number of helplines and support options available for staff. You can find this information on the NHS Lothian Staff page for COVID-19.

Important Information

RHCYP & DCN Update

Today we formally announced news that a number of our children’s outpatient services, alongside the remaining DCN services are both scheduled to move to the new building at the Little France site in July.

The press release we issued in relation to this announcement is available to read on the intranet and internet.

Today, we also published the latest RHCYP & DCN newsletter which includes more detail on today’s announcement, as well as a range of content celebrating the completion of the first phase of the DCN move. This is also available to read on the intranet.

Annual leave

Updated national guidance has now been issued regarding annual leave for the leave year 2020/21. For the annual leave year 2020/21, employers and employees need to ensure that staff have access to their full annual leave entitlement. The normal processes for allocating and requesting annual leave should apply. Annual leave requests should now be planned for the remainder of 2020/21. As the primary aim of annual leave is rest and recuperation staff are expected to take their full annual leave entitlement for 2020/21. There is no facility for staff to request payment for untaken annual leave from 2020/21 and the standard rules on the carry forward of leave apply.

Monitoring Absence

Two additional classifications have been added to SSTS for COVID-related matters:
For classification of additional hours, the following reason identifier has been added - Coronavirus Test and Protect

A new additional absence reason as also been added under Special Leave for use where a member of staff has been contacted by the Test and Protect Team to inform them they should isolate - SP Coronavirus - Test and Protect Isolation

All other categories covering absence remain in place. For clarity, the special leave classifications should only be used for those staff who are not able to work from home. Those staff who continue or are able to work from home, do not require to be recorded.

If you have information that you would like to be considered for the Speed Read please send it to lothian.communications@nhs.net by 3.30pm each day. Please ensure that your service is content with information before sending.

Staff Health

Recurring Staff health information
The current Staff Health and Wellbeing information can be found on NHS Lothian website by clicking here:
https://staff.nhslothian.scot/COVID-19/Pages/NHS-Lothian-Staff-Wellbeing.aspx

A Reminder

This Section contains previously issued important information, which is unchanged

Changes to on-Street Pay and Display Parking

From Monday 22 June, the City of Edinburgh Council will resume charges for on-street pay and display parking. For more information on this change, as well as parking prices and times please visit the City of Edinburgh Council website - https://www.edinburgh.gov.uk/parking.

Car Parking – Western General Hospital

Fettes College have confirmed that staff can continue to access some of their parking spaces. In March, departmental passes were issued to department managers/charge nurses, alongside instructions in their use. This parking provision will remain in place for the short term, with its wind down likely to coincide with school return planning. Any changes on this will be communicated through the Speed Read.

Home Working Tax Relief

For staff who are working from home as a result of the COVID-19 situation, you may be able to claim tax relief, directly from HMRC, for some of your bills. Further information can be found on the UK Government website: https://www.gov.uk/tax-relief-for-employees/working-at-home

Promoting Health Literacy: Supporting Good Communication

We are all facing challenges working and living during the COVID-19 outbreak. We want to promote practice that supports good communication so both colleagues and the public can understand and act on all the health information they receive. We can achieve this through supporting techniques that promote Health Literacy.

‘Health Literacy’ is people having enough knowledge, understanding, skills and confidence to use health
information, to be active partners in their care, and to navigate health and social care systems. (SG, 2014). To explore techniques to promote health literacy visit the COVID-19 base here. Our Public Health team are offering Webinar Health Literacy Training sessions to help boost your knowledge and skills: Click here if you or your team are interested.

Reducing workplace risk from COVID-19 - Reminder

It is essential that we work together to reduce the COVID risk in our workplaces, as much as we practically can. No area is completely safe from COVID-19 if we don't observe the rules of hygiene and social distancing. The virus is most commonly spread by droplets, so please remember to follow the following advice:

- Where possible, stay 2 metres away from other people
- Work from home, where possible
- Travel as safely as possible
- Wash your hands & follow cough/sneeze etiquette
- Minimise the number of people you meet with.

Sometimes it is not possible to maintain 2 metres physical distance when we are working, but we must follow the rule whenever we can. Colleagues from Occupational Health have produced guidance and advice on reducing the risk from COVID-19 in the workplace (available on the COVID-19 base of the intranet - published under ‘Other Staff Updates’ - or click on the following link: Reducing Workplace Risk COVID-19

Please remember that failure to maintain social distancing will lead to staff having to self-isolate for 14 days should they be identified as a contact of a colleague with COVID-19.

Update on Test and Protect for NHS, social care service managers and staff

Test and Protect is the Scottish Government implementation of the UK Test, Trace, Isolate and Support strategy. This approach involves identifying people including NHS and social care staff, that have confirmed COVID-19 and undertaking an assessment to identify their contacts in order to ask them to isolate for 14 days.

Occupational Health have produced guidance on what constitutes a ‘contact’, how these would be assessed and how staff and managers can help to keep themselves, their teams and their patients safe. This is available on the COVID-19 base of the intranet – published under ‘Workforce Guidance’ or via the following link – Test and Protect Staff Information.

Validated Statistics as at 1400

There have been 216,743 people in Scotland have been tested for Covid-19

- 198,677 confirmed negative
- 18,066 positive
- 2,462 patients who tested positive have sadly died.

Important Reminders

You can now find useful links for the latest guidance and information on the COVID-19 Base on the intranet above the daily Speed Reads.
If you have any communication related questions please email: lothian.communications@nhs.net