For ease of access, please print and leave in staff areas for colleagues.

All Speed Reads are available on intranet in [Covid Base](#) or on the [external site here](#)

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**ISSUED: 16 April 2020**

**Staff Helplines**

We have 3 helplines available for staff. You can find this information towards the bottom of today’s Speed Read.

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**Important Information**

**Oxygen Management During Covid-19 and Beyond**

Oxygen should **always** be prescribed, titrated and weaned appropriately. For up to date guidance go to [Patient Management](#).

Oxygen should not be wasted, when not in use - turn off supply and unplug 02 flow-valves asap. This can save 15-20% of all piped oxygen.

Please do not hoard portable oxygen cylinders this puts staff and patients at risk. Estates, pharmacy and BOC are working together to ensure increased frequency of orders and runs to clinical area.

**Covid-19 - Shielding Icon on TrakCare**

**What is happening?** An alert (✔)is being added to patients on Trak who are at very high risk of severe illness if they contract coronavirus (COVID-19). These patients have been identified as part of a national Scottish Government exercise and advised to follow strict shielding and isolation guidance for the duration of the covid-19 pandemic.

**When is it happening?** The alert was added on 14 April 2020 and will remain in place until the nationally advised shielding period is over.

**Who will it affect?** All patients who are at very high clinical risk and have received shielding guidance will have the alert added, and extreme caution to avoid exposing them to infection should be taken if the patient presents for treatment and/or booking. Guidance should be sought from your clinical lead in order to ensure patients can continue to adhere to the shielding guidance while receiving appropriate clinical treatments during the pandemic period. The alert should not be removed or amended for any patient. If you think the alert is not appropriate for the patient, or that a patient is missing the alert, you should contact [covid.highrisk@nhslothian.scot.nhs.uk](mailto:covid.highrisk@nhslothian.scot.nhs.uk). The same email address should also be used for any other queries relating to this alert.
The criteria for identifying patients for shielding were detailed in a letter from the Chief Medical Officer dated 01/04/20 and sent to Medical and Nursing Directors to be cascaded.

**Death Certification and Registration – revised process**

This follows on from yesterdays information about Confirmation of Death

Please see revised guidance and documentation to support timely death certification and registration. This follows further guidance from Scottish Government and includes key changes to previously agreed process.

Summary of existing process

- Double check MCCD for common errors and ensure that it is signed.
- Contents discussed with next of kin but MCCD is not issued to next of kin.
- Revised Death Registration Form must be completed and sent with MCCD.
- Designated staff (mortuary at RIE, WGH and SJH, designated staff on other sites) must scan and send to registrars.

New requirements

- MCCDs & Death Registration Forms sent by email to registrars must be cc’d to Bereavement Service.
- A copy of MCCD can only be emailed to NOK by non-secure email – NOK must consent to this and they must email the Bereavement Service to request a copy.

**Supplementary guidance on deaths in hospital during COVID-19 pandemic**

New guidance provides clarification care and processes after death – for patients confirmed or suspected to have COVID-19 and deaths from any condition where processes have changed as a result of the pandemic. It addresses frequently asked questions regarding infection prevention and control requirements during personal care after death (last offices), procedural arrangements, dealing with patients’ belongings, and restrictions that may be in place on visiting and viewing. This is supplementary to NHS Lothian’s Death in Hospital Policy & Procedures.

*There is also information available on the new policy and procedure on confirmation of death in the reminder section below.*

**Annual Leave**

NHS Lothian are continuing, as much as possible, to support staff to have their annual leave during the pandemic. However, it is recognised that there may be some impact on staff’s ability to do so and on that basis, the Scottish Terms and Conditions Committee (STAC) has issued guidance on the use of leave from 2019/20 where staff has been unable to take it.

Any member of staff who has untaken annual leave as at 31 March 2020 may carry this annual leave forward. This untaken annual leave will be added to their annual leave entitlement for the leave year ending 31 March 2021. Staff can choose to either use the carry forward annual leave or, request payment for some or all of the carried forward leave from 2019/20. Staff have until 31 March 2022 to use or receive payment for their untaken annual leave. Payment for untaken annual leave from the annual leave year 2019-20 will be on the basis of payment as if at work. These options also apply to medical and dental staff with regard to their personal leave year for 2019/20. The process for payment of untaken leave is currently under discussion with our Partnership representatives.
In line with the recognition of the importance of annual leave for staff’s physical and mental wellbeing, all staff should at least take their statutory leave of 28 days (includes 20 days of their leave entitlement and 8 public holidays) for the 2020/21 leave year. The statutory entitlement stated reflects entitlement for a five day worker.

For staff that have already booked leave for the annual leave year 2020-21, but would like to reschedule their dates, they need to discuss their request with their manager to explore options, appreciating that the managers priority is to ensure that they are able to fairly and consistently meet the needs of their whole department whilst delivering a service. Any requests should not be unreasonably refused.

Correct procedures for all linen
Can all staff please remember to follow the correct procedures for all linen being placed in to the system for facilities staff to handle. In order to protect all staff involved in the movement and processing of these items linen must be placed in alginate bags, sealed and then placed into red canvas bags, securely tied and labelled with ward information including whether the bags contains linen from covid patients. Please contact the Laundry Manager on 01506 523520 if you require further advice.

Staff Health

Dry hands
As you know washing your hands diligently for at least 20 seconds at multiple times throughout the day is a crucial part of infection control, to protect your patients and yourself.

Unfortunately, repeated exposure to water and use of soap, alcohol hand gel and detergents can disrupt the skin’s natural barrier and cause it to dry out, making your skin feel tight and uncomfortable and at risk of developing irritant contact dermatitis – a form of eczema. This is even more likely to happen if you already have eczema, or have had it in the past.

Here’s what to do
Although this may be uncomfortable, please continue to wash your hands using soap and water for 20 seconds in order to minimise the chance of Covid-19 transmission. If soap and water are not available please use alcohol gel.

Do not use a moisturiser or Dermol 500 for hand washing, as these are not effective at deactivating coronavirus.

Do
- Use lukewarm water, not hot.
- Dry your hands fully after washing by patting them dry, not rubbing.
- Apply an unscented moisturiser (emollient) generously after washing your hands and repeatedly throughout the day, whenever the skin feels dry.
- Apply a generous layer of a moisturiser just before you go to bed and leave overnight. You may wear a pair of clean cotton gloves if you wish.
- Wear nitrile gloves to protect your hands when using surface cleaning wipes or when using detergents at home or at work e.g. when washing-up

Glove use
- Especially for those caring for patients, is vitally important, but keep them on for the minimum amount of time you can.
- Ensure gloves are the right fit; don’t use gloves that are too small for you. Pressure/friction can increase your risk of skin problems.
St John’s Hospital, Staff Wellness Hub

A Staff Wellness Hub was launched yesterday (15 April) at St John’s as part of their staff wellbeing programme.

The Hub aims to support our incredibly hard working staff during these challenging times and provides a space for staff to recuperate and relax away from the clinical settings. The Hub includes a Quiet Room providing a place to unwind as well as a positivity wall for thoughts and doodles and a Relaxation Room for yoga and mindfulness. Mats and resources are provided. The Hub is situated in the Education Centre on the first floor.

Drop in Support Sessions
These are being led by psychology and spiritual care colleagues every Monday to Friday. Sessions will be held in the Murieston room within the new Staff Wellness Hub and available to drop in between:

- 9.30am-11.00am
- 12 noon-2.00pm
- 3.00pm-4.30pm

The Hub and support sessions are available to all staff.

A Reminder

This Section contains important information previously issued which is unchanged

Confirmation of Death: Guidance for Managers

Nurse Verification of Expected Death has now changed with the introduction of the NHS Lothian’s Confirmation of Death policy and procedure (2020). This new policy, procedure and completion of the required training enables registered healthcare professionals, identified by their line manager, to confirm death in any circumstance. The policy should be read in conjunction with the flow chart ‘Confirmation of Death: Guidance for Community Nurses’

The relevant documentation is located on the intranet at: COVID 19 Training: Confirmation of Death

To read the full update with more information, including the Manager’s role in this, please check out yesterday’s Speed Read (15th April) on COVID-19 Base on the Intranet.

Use and Cleaning of Electronic Devices – Tablets/iPads

The donation of iPads has been very welcome and helps patients to stay in touch with their family and friends while strict visiting restrictions are in place.
To reduce possible infection transmission it is important to follow infection control and prevention guidance when cleaning electronic devices such as tablets/iPads.

**More detailed information can be found on the Covid Base on the intranet.**

**COVID Dashboards**

To enable us to support planning around Covid-19 we are using tableau dashboard technology. Staff who require access can email wav.dashboards@nhslothian.scot.nhs.uk to obtain a consent form.

**Use of Social Media**

Ward teams have been asking if it’s ok to post videos on NHS Lothian’s social media feeds when patients leave their wards having recovered from Covid-19. It’s great to be able to do this, when patients are happy for that to happen, but you **must obtain written consent** to do so. This protects you and your patients. You can find a copy of the short consent form [here](#).

If you need advice on a service’s social media account please contact Lothian.communications@nhs.net so we can help keep you right.

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**Staff Helplines**

**We have 2 helplines for staff:**

If you need information about general operational issues such as workforce guidance, testing, PPE or other general queries, and you can’t find what you are looking for on the NHS Inform or Health Protection Scotland websites, please call **0131 537 8530 (Ext 88530)** and the staff will try to help, alternatively there may be information available on the COVID-19 page on the intranet. Lines are open: Mon-Fri, 8am-6pm.

**Here For You**

If you are worried, anxious or stressed and need a listening ear from experienced clinicians please call our staff wellbeing helpline, Here For You. This line can also help you with practical concerns such a financial advice or information on supporting an elderly or vulnerable relative.

Call on: 0131 451 7445  Mon – Fri, 8am-6pm

If you can’t call between 8am and 6pm, please email your contact details to Here4U@nhslothian.scot.nhs.uk.

**Staff Listening Service**

The Staff Listening Service is currently a phone-based listening service for all NHS Lothian staff. No appointment is necessary. It offers a place to explore your thoughts and feelings in a non-judgemental and safe environment. Whatever concerns you, the Staff Listening Service is there to offer confidential support from a member of the Spiritual Care team, and to signpost you to specialist services if appropriate.

To call for immediate support between 9am and 9pm, 7 days a week:

**Phone: 07888 998084**
The service is available for staff across NHS Lothian. Calls normally last up to 30 minutes, and you are welcome to call on more than one occasion.

Validated Statistics as at 1400

A total of 35,392 people in Scotland have been tested. Of these:
- 28,290 were confirmed negative
- 7,102 were positive
- 779 patients who tested positive have died

Important Reminders

Please refer to these website for the latest guidance and information:

Health Protection Scotland Covid-19
https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/#news

World Health Organisation Covid-19
https://www.who.int/emergencies/diseases/novel-coronavirus-2019

UK Government Covid-19 Action Plan

Scottish Government: Coronavirus in Scotland

If you have any communication related questions please email: lothian.communications@nhs.net