**Important Information**

**Reducing workplace risk from COVID-19 – protect yourself, your colleagues, your patients**

Colleagues from NHS Lothian’s Occupational Health and Safety Service have produced new guidance and advice on reducing the risk from COVID-19 in the workplace. The guidance describes how both now, and as the lockdown eases and more people return to the workplace, we need to work together to reduce the risk in our workplaces as much as we practically can.

Sometimes it is not possible to maintain 2 metres physical distance when we are working, but we must follow the rule whenever we can. It is particularly important to remember that we should not let our guard down in ‘green’ zones’, or, for that matter, when we are in the supermarket during NHS and key worker hour! Physical distance rules are extremely important wherever you are, not just in high risk ‘red zones’.

“We are excellent in reducing risks in high-risk areas where we know COVID-19 patients are, but can be not quite so vigilant and careful in other situations,” notes the guidance. “Check your workplaces and reduce risk now and start thinking about how you and your colleagues might work more safely in the weeks to months ahead. Each workplace (and we recognise our staff may well work in several work environments as well as travel to and from work) needs to be assessed.”

The guidance provides links to websites with information on minimising risk in healthcare facilities as well as non-healthcare environments. It also emphasises that to minimise risk in all settings, we should not come into work if we think we might be unwell, particularly with respiratory symptoms, and provides details on other symptoms to look out for.

The guidance is on the COVID-19 base of the intranet (under ‘Other Staff Updates’) or click on the following link: [Reducing Workplace Risk from COVID-19](#).
COVID-19 Staff Advice Line Closing Date - 22nd May at 5pm

Please note that we are closing the COVID-19 Advice Line from 5pm on Friday 22 May. The advice line (0131 537 8530/ext. 88530) opened on 16th March 2020 and to date we have received 2,454 calls from staff in various areas. We are delighted that so many staff contacted us during this very challenging time and we hope that we have provided staff with the help and support they required.

We would very much appreciate feedback from staff who have used the advice line. We will soon publish details of a short “Staff Feedback Survey” in the daily Speed Read and we would welcome your feedback. From all of the Advice Line Team, we wish you well and hope our service has been helpful.

St John’s Staff Wellbeing

As part of the St John’s staff wellbeing and support service, we are introducing an email address (Support.WellBeingSJH@nhslothian.scot.nhs.uk) which can be used to request direct support. Please note that that emails will be responded to Monday – Thursday, 9am -5.30pm. It may take up to 48 hours to receive a response and longer outwith these times.

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

National Wellbeing Hub for health and social care workforce - Reminder

Please have a look at the new National Wellbeing Hub for health and social care workers. The Hub can be accessed at: www.promis.scot

Self-management Guides and Wellbeing Support – Reminder

- A series of self-management guides to support colleagues are available on the intranet and internet within the COVID-19 Hubs.
- Check out these simple prompts to help you and your team end your shift well so you can let go of stress and make the most of your downtime. A range of wellbeing materials is in the COVID-19 Hubs on the intranet and internet.

Online Tools to Help During Covid-19 – Reminder

Details of a range of excellent wellbeing online tools and resources made available to NHS staff, free of charge, can be found at: http://intranet.lothian.scot.nhs.uk/COVID-19/StaffWellbeing/Documents/Online%20Tools%20to%20Help%20During%20Covid-19.pdf

A Reminder

This section contains important information previously issued which is unchanged -
Process for applying for accommodation
Members of staff requiring accommodation should follow the process below:

During Office Hours (9am – 5pm), contact the NHS Lothian Travel team: travel@nhslothian.scot.nhs.uk, along with a completed authorisation TA01 form, signed by a line manager. The authorisation form can be accessed on the travel team intranet page: Travel Team.

Out of Hours (outside 9am – 5pm) contact 0141 223 1904. Staff should quote “front line NHS staff emergency accommodation” and provide their name, ward, hospital, and work telephone number. Staff should complete an authorisation TA01 form in retrospect, signed by a line manager, and send this to travel@nhslothian.scot.nhs.uk. The authorisation form can be accessed on the travel team intranet page: Travel Team.

Ear loop fluid resistant surgical face masks – use of adaptors
Plastic adaptors are being produced locally (and NHS Lothian is exploring options to manufacturer these) for staff to use where they have difficulty in achieving a comfortable or secure fit with the ear loop surgical face masks. Knitted or fabric adaptors should not be used, as due to the type of material used these may stretch and move and affect the fit of the mask. Please see Monday 18th May edition of Speed Read for more information.

COVID-19 Guidance Glossary
A new document with guidance to support flow for admissions, discharge and transferring of patients during the COVID-19 pandemic has been created and is available on the Patient Management section of the COVID-19 Base on the intranet here

Admission and discharge guidance
Two new guides have been created to support you when admitting patients to hospital. Both documents can be found on the patient management page on COVID-19 Base on the intranet. They are:

Who to swab on admission to hospital
Guidance for discharge to care homes during COVID-19 pandemic

Infection Control FAQ
Over recent weeks the Infection and Prevention Control team have received questions from all over the organisation regarding how we do things to keep ourselves and our patients safe. The team have put together a list of frequently asked questions, which you will find on the COVID-19 Base on the intranet here

Staff Helplines
We have 4 helplines for staff:

For information on general operational issues such as workforce guidance, testing, PPE or other general queries (when 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. Lines are open: Mon-Fri, 9am-5pm. Please note that this Staff Advice Line will close from 5pm on Friday 22nd May.

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 as 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 for all NHS Lothian staff, with no appointment 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 offers confidential support from a member of the Spiritual Care team, who can signpost you to specialist services if appropriate. **Phone: 07888 998084 - 9am-9pm, 7 days a week.**

**Speak Up**
The Speak UP service has moved to a call back service, but is still open for business. If you have a concern you wish to discuss, please email the confidential mailbox speakup@nhslothian.scot.nhs.uk and we will ensure that you have the opportunity to share your concerns with an Advocate or Ambassador in confidence and we will discuss with you how you can address these. There is no waiting list, or need to make an appointment.

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**Validated statistics as at 1400**

There have been 92,594 people in Scotland tested for **COVID-19**

- 77,843 confirmed negative
- 14,751 positive

2,184 patients who tested positive have sadly died.

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**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.

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