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

All Speed Reads are available on the ‘Staff’ section of the NHS Lothian website. 

**Staff Helpline**

If you have questions about coronavirus (COVID-19), please try the Health Protection Scotland website in the first instance. If you can’t find what you are looking for call our advice line for Health and Social Care staff and volunteers in Lothian is available on:

0131 537 8530 (ext. 88530). Lines open: Mon to Fri 8am to 6pm.

Please do not call colleagues in RIDU, Public Health or Infection Prevention and Control who are already under extreme pressure. Thank you

**Important Information**

**Keep Your Distance Whenever You Can**

Staff are asked to remember the guidance on social distancing and where possible to keep 2m apart. Whilst we acknowledge that this is very difficult to do when delivering direct patient care, whether that be in a ward setting or in someone's home, we do ask you to remember this at all other times and especially when you are on breaks.

**Social Media Guidance**

It is great to see the enormous support and appreciation colleagues are providing each other on social media. May we remind staff however, to be careful about sharing what may at first glance look like helpful advice and guidance relating to coronavirus (COVID-19).

It is particularly important that you take special care when you are sharing from an NHS Lothian ward, team or dept. Twitter or Facebook account. Some of the guidance currently circulating, particularly relating to training, infection control issues and PPE are not correct and not NHS Lothian policy.

If you are in any doubt please send content or queries to lothian.communications@nhs.net and we will check it out for you first.

**RIE Parking**
As you know, the Scottish Government has announced that that PFI parking charges are to be suspended for 12 weeks from Monday 30th March. Initially, we had intended to operate a permit system, however feedback from staff suggested this would be too bureaucratic to manage.

We have listened to staff concerns and in response we are trying a different approach. We ask staff simply to produce their ID on arrival on Monday. Parking stewards will then direct you to a space. We do ask you to understand that Monday will be a test to make sure we can accommodate everyone who needs a space.

**School Emergency Placements - update**

We would urge all parents who are eligible for School Emergency Placements, to please utilise them. Now, more than ever, we need as many key workers available as possible.

In addition, it is expected that if you live in a household where there are 2 parents/carers and only one is a key worker (meaning that access to a School Emergency Placement is unavailable) the key worker should still be coming to work.

**Workforce Issues – Job Evaluation**

Following recent advice from the Scottish Terms and Conditions Committee, all job evaluation matching panels are now on hold, however job evaluation submissions can continue to be made in the normal way and will be taken as far as possible through processes ready for measurement/next stages once we return to normal working conditions.

If services have new posts critical to the coronavirus (COVID-19) workforce response, these should be highlighted via the job evaluation mailbox jobevaluation@nhslothian.scot.nhs.uk

**Workforce Guidance**

The Workforce Guidance is being updated on a regular basis and up to date guidance is held on the intranet. Updated sections are highlighted in yellow to minimise the need for re-reading.

There has been an expansion of the classifications for recording in SSTS. This is covered in Section 4 – Absence Management under Monitoring Absence:

- **SP - Coronavirus – Covid 19 Positive** for staff members who have tested positive for the virus
- **SP - Coronavirus – Self displaying symptoms – Self Isolating** for staff members who are displaying symptoms and self-isolating. This will assist targeting for testing.
- **SP - Coronavirus – Household Related – Self Isolating** for instances where someone in the household of the staff member is displaying symptoms
- **SP - Coronavirus** for staff members who are absent due to caring responsibilities
- **SP - Coronavirus – Underlying Health Condition** for staff members in the at risk category.

**First West Lothian bus services - further timetable changes**

First West Lothian bus services will operate a reduced timetable during the working week effective from Monday 30th March, when services will be operating to a broadly Sunday timetable, but with additional journeys added earlier in the morning to sustain services for key workers and emergency service staff.

People are advised to refer to the First West Lothian website for the most up to date service information and travel advice.

Upskilling Training

A reminder that Ward and Community Upskilling training is ongoing and there has been a terrific uptake so far as shown below. Training continues face to face and will move online from Monday 30 March.

All details on training are accessible on:
Internet - https://staff.nhslothian.scot/COVID-19/Training/Pages/default.aspx

Training figures up to 25th March 2020

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Numbers</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward Based half day update (Adult)</td>
<td>644</td>
<td>Sessions ongoing until end of week</td>
</tr>
<tr>
<td>Ward Based half day update (Paeds)</td>
<td>41</td>
<td>Sessions ongoing until end of week</td>
</tr>
<tr>
<td>Ward Based half day update (REAS)</td>
<td>111</td>
<td>Sessions ongoing until end of week</td>
</tr>
<tr>
<td>Community half day update</td>
<td>287</td>
<td>Sessions ongoing until end of week</td>
</tr>
<tr>
<td>Non-ward based full day</td>
<td>58</td>
<td>No more planned sessions – staff all redeployed</td>
</tr>
<tr>
<td>Critical Care Upskilling</td>
<td>52</td>
<td>More sessions planned</td>
</tr>
<tr>
<td>Total</td>
<td>1,193</td>
<td></td>
</tr>
</tbody>
</table>

A Reminder

This Section contains important information previously issued which is unchanged.

Personal Protective Equipment

It is important that all NHS Lothian staff follow the correct infection control policy and guidance to protect themselves at work, whilst ensuring safe and effective patient care. It is essential that clinical staff wear the correct personal protective equipment (PPE) if required, including the use of respiratory protective equipment (RPE) such as face fit tested respirators when needed. Staff who do not provide direct patient care do not require to wear PPE or RPE unless specifically advised to by a member of nursing or medical staff.

Standard infection control measures must be followed by all staff for all patients in all areas of patient care. Hand hygiene is vital in reducing the risk to staff from passing on infections, including coronavirus (COVID-19). Regular, thorough hand washing with soap and water remains our best defence against the spread of coronavirus (COVID 19).

Staff who do not provide patient care, but work in clinical areas – for example domestic staff, porters – do not require to wear any PPE unless directed to by a member of nursing or medical staff – and if carrying out a task in a patient isolation room or patient bay where patients have possible or confirmed coronavirus (COVID-19) or other infections.
In most cases when delivering clinical care to a patient with possible or confirmed coronavirus (COVID-19), PPE will consist of a fluid resistant surgical mask, disposable apron and gloves (droplet transmission based precautions). There may be some circumstances where eye protection is also indicated e.g. when there is a risk of splash or spray of body fluid to the eyes.

When carrying out an aerosol generating procedure (AGP) on a patient with possible or confirmed coronavirus (COVID-19) and at all times in intensive care settings, where a cohort of possible or confirmed cases has created, clinical staff must wear a face fit tested respirator (FFP3); long sleeved gown; eye protection and disposable gloves.

This guidance is in line with Health Protection Scotland advice and national policy.

Additional information on Aerosol Generating Procedures can be found in the footnotes of the following document [http://www.nipcm.hps.scot.nhs.uk/media/1496/2020-3-16-appendix-11-v17.pdf](http://www.nipcm.hps.scot.nhs.uk/media/1496/2020-3-16-appendix-11-v17.pdf)

**PPE Guidance: How To...**

Lead Infection Control Nurse Lindsay Guthrie has produced a collection of five short and very helpful videos with guidance on PPE.

*These videos have now been subtitled for those without access to sound on their PCs.*

You can access them on the Infection Control section of the COVID-19 Base on the intranet. [http://intranet.lothian.scot.nhs.uk/COVID-19/Pages/Infection-Control-Information.aspx](http://intranet.lothian.scot.nhs.uk/COVID-19/Pages/Infection-Control-Information.aspx)

Externally, or on your phone you may find it easier to access the videos from our Vimeo page: [https://vimeo.com/nhslothian](https://vimeo.com/nhslothian)

**Essential supplies and PPE**

There remains an understandable degree of anxiety from staff about what PPE should be used and what is available. Please be assured that the guidance on PPE has been robustly risk assessed, and you should continue to refer to the guidance issued by Health Protection Scotland on Infection Prevention and Control in Healthcare Settings and as outlined below.

In terms of the continuity of supply of essential products, such as face masks and hand gel, it has been necessary to manage demand based on the priority of clinical need, and this means generic alternative products are being provided in place of what you order. Dependent on stock held nationally, you may also see a restriction in the quantity of items you receive.

It is worth noting that NHS Lothian does not operate local warehouses or stockholdings; rather our supply needs are met from the National Distribution Centre (NDC). If national stockholdings encounter gaps in supply, the national team will apportion each NHS Board an equitable allocation of what is available at the time.

As a result of unprecedented demand, the NDC remains at least 24 hours behind normal delivery schedules. This means that you may see a change in your scheduled deliveries, but be assured your needs will be met as soon as possible.

Just as the public are being advised against panic buying, and clearing supermarket shelves of essential items, so it is with essential healthcare supplies. It is important that we request and consume stock carefully, according to what each situation demands in order to conserve stocks for the weeks and months to come.
**Working, Self-Isolation and Return to work**

- If you are well, come to work.

**If you develop symptoms:**

- If you live alone and you develop a new continuous cough and/or high temperature (37.8 degrees centigrade or higher), regardless of your travel history or contact with confirmed cases you should stay at home for 7 days from when your symptoms started. You will not be tested.
- If you live with others then all other household members, whether they develop symptoms or not, must stay at home and not leave the house for **14 days. The 14-day period starts from the day when the first person in the house became ill.**
- If after 7 days, you feel better and no longer have a high temperature, you can return to work.

**If someone in your household has symptoms:**

- You must stay at home and not leave the house for **14 days whether you develop symptoms or not. The 14-day period starts from the day when the first person in the house became ill.**
- Anyone in the household who starts displaying symptoms needs to stay at home for **7 days from when their symptoms appeared**, regardless of what day they are on in the original 14 day isolation period.
- After 7 days, **if the first person to become ill feels better** and no longer has a high temperature, they can return to their normal routine.
- If anyone in the household develops symptoms late in the 14-day household-isolation period (e.g. on day 13 or day 14) the isolation period for the household does not need to be extended, but the person with the new symptoms has to stay at home for **7 days**.

You must contact your line manager before returning to work so they can do a risk assessment. Before you return to work you must have had 48 hours without fever. Cough in itself does not prevent you from safely returning to work.

**Refresher training**

The Clinical Education Team has set up a range of specific upskill and refresher training to support clinical services.

These sessions are open to all clinical staff - nurses, midwives, AHPs, medics and support staff. The focus is PPE, Infection Prevention & Control, Deteriorating Patient and Respiratory/Airway Management. These are rolling drop-in sessions - most do not require pre-booking.

[Click here for information on these sessions](https://www.bp.com/en_gb/united-kingdom/home/products-and-services/faqs-for-uk-emergency-services--bp-customers-and-partners.html#accordion_How)  

**Free Fuel for our Fleet Vehicles**

Any Fleet driver using an ALLSTAR fuel card can get free fuel when filling up at BP garages.

**Please note this is for business use only.** More information is available at: [https://www.bp.com/en_gb/united-kingdom/home/products-and-services/faqs-for-uk-emergency-services--bp-customers-and-partners.html#accordion_How](https://www.bp.com/en_gb/united-kingdom/home/products-and-services/faqs-for-uk-emergency-services--bp-customers-and-partners.html#accordion_How)
UK Statistics – as of 9am on 25 March 2020:

- 97,019 people have been tested in the UK,
  - of which 87,490 were confirmed negative and 9,529 were confirmed positive.
  - 463 patients in the UK, who tested positive for coronavirus (COVID-19) have sadly died.

Scottish test numbers: 26 March 2020

A total of 11,487 Scottish tests have concluded. Of these:

- 10,593 tests were confirmed negative.
- 894 tests were confirmed positive.
- 25 patients who tested positive for coronavirus (COVID-19) have sadly died.

Important Reminders

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

Health Protection Scotland Covid-19
This includes guidance documents for clinicians, advice for staff in other settings, etc
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