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

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

ISSUED: 27 MARCH 2020

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

RIE Car parking - update

Due to the impact of the coronavirus (COVID-19) outbreak, car parking charges for staff and visitors are to be waived at the RIE from Monday 30th March 2020 for a three month period.

Given the reduction in outpatients and routine elective work we have re-designated the smallest car parks (1G and 2A), in the short term, to ensure that we can accommodate visitors to the Simpsons maternity unit, Dialysis patients and for patients still attending OPD’s. This temporary change, has allowed us to assign the largest car parks (2C and 2B) to staff.

On arrival, staff should head for car park 2C first, where our traffic team will ask to see your ID badge prior to you entering the car park. Please be aware that the barriers will remain operational. Dependent on demand, we have a range of overspill arrangements which we can put in place – communications on this will be shared with staff if and when required.

Please listen to and respect the advice of the traffic team. They will endeavour to find you a car parking space, however it may be busier than normal and we may not be able to accommodate everyone.

Your full support and cooperation is very much appreciated during these challenging times.

Shielding vulnerable people

NHS Lothian is working with other key partners to identify and “shield” those most at risk from coronavirus
It is estimated that around 30,000 people in Lothian, with existing medical conditions which cause immunosuppression, will require extra care and support in the community to self-isolate.

A newly-created network called **Lothian & Borders Care for People** will lead on the work to provide support, such as delivery of food and medicines.

NHS Lothian will work with Health and Social Care Partnerships and local authorities to provide data and identify those most at risk. Pharmacy teams will also provide advice on the best ways to provide essential medication.

**Boosting Our Workforce**

As you know we put a call out to bring people back to work with us.

- To date, we have had 1,600 applications and have shortlisted 858 for interview. The resulting staff will be deployed from Monday 6th April across all staff groups; HCSW, porters, registered nurses and AHP’s.
- We requested more information from 500 of the rest of the applicants and anticipate more interviews to follow within the next couple of weeks.
- 560 volunteers are also coming on board. You’ll start to recognise them by their purple volunteer t-shirts over the next two weeks. We know everyone will be making them feel very welcome and valued.
- We have a process underway with medical, nursing and AHP students and currently have 96 nursing students and 57 medical students being recruited. This number will rise on the back of the emergency legislation which has come into effect.

**Bank Staff – booking in and signing off shifts**

During this unprecedented time, the staff bank are continuing to provide the day to day business as usual as well as respond to the request for additional staffing to support both clinical and non-clinical areas affected by COVID 19.

The teams are dealing with a large volume of email requests and in addition are receiving approximately 300 calls per day. Your patience and support is appreciated at this time.

To try and support the service and to ensure that workers get booked onto shifts and are paid appropriately, please can we ask that all shifts are signed off within 24 hours of the shift being worked and that all shifts are booked onto the system prior to staff working them, this will cut down the administrative process of adding retrospective bookings and will ensure timely payment for shifts worked.

**Accommodation for staff**

**Eligibility**

NHS staff may apply for accommodation to be provided **where their skills are clinically essential** and where any of the following circumstances require it:

- Where staff are unable to stay in their own homes due to increased travelling distance or reduced public transport
- Where staff are unable to stay in their own homes due to living with coronavirus (COVID-19) high risk individual(s)
- Where staff are unable to stay in their own homes due to living with an individual(s) with suspected or confirmed coronavirus (COVID-19)
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, please include 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.

**COVID-19 Intranet Hub**

Staff are reminded that the COVID-19 hub on the intranet contains a range of helpful information on topics such as PPE, workforce guidance and patient management.

If teams or areas require updates to any information which is already available on the COVID-19 hub, or they would like new information added, please email the details to lothian.communications@nhs.net

**Community Hubs – update**

On Monday, our Community Hubs, which aim to reduce coronavirus (COVID-19) related demand in both primary and secondary care went live. This new service is providing telephone triage and face-to-face assessments for patients with coronavirus (COVID-19) related symptoms.

It has been a tremendous effort from a large team of people to put this in place after just a few days of preparations. Thanks in particular to the Flow Centre and LUCS service. In addition, many thanks to all the volunteers who have staffed both the hub and clinics.

We are now starting to scale up the service at pace, which will rapidly bring on assessment clinics in each area of Lothian. The service will operate as a network of hub and clinics with joint effort between Lothian wide functions and HSCPs.

**Travel – Scotrail need your feedback**

Scotrail are keen to here from any member of staff who may have been negatively affected by the recent reduction in train services across the country. Any member of staff who has been affected should email Iain Sneddon (iain.sneddon@nhslothian.scot.nhs.uk) who will pass any information on to the operator.

**RHCYP / DCN at Little France - Building work to continue**

Following national debate about whether or not construction sites should continue to operate during ‘lock down.’ The First Minister confirmed that construction sites that were working on a priority or essential service buildings such as hospitals could continue to operate. As a result, we can confirm that work on the new RHCYP/DCN at Little France continues.

The Oversight Board for the RHCYP and DCN continues to meet, ensuring that we can maintain the pace of progress that has been delivered so far.
**COVID-19 - Speed Reads**

If you have content that you think should be included within the Speed Reads, please contact lothian.communications@nhs.net with the details.

---

**A Reminder**

This Section contains important information previously issued which is unchanged.

**COVID-19 Testing for Staff**

Staff testing for coronavirus (COVID-19) was started on Tuesday 24 March. This is solely to support an earlier return to work if coronavirus (COVID-19) infection can be ruled out.

The demand has been understandably very high, but there are a few members of staff not presenting at the right time. For testing to be of use, it must take place between 24 and 120 hours of symptoms starting. This testing is for key or critical staff who are self-isolating because of their own symptoms OR for staff who are isolating because a member of their household has symptoms. In these cases it will be the household member who is tested. If they are negative, the staff member is safe to return to work without having to self-isolate for 14 days.

Ideally, we would like referrals on day 1 of symptoms developing. This needs to be organised by managers. The manager will need to send the name, the job title, the job location, the date for the onset of symptoms and the contact telephone number for the staff member – not the household contact, to OHenquiries@nhslothian.scot.nhs.uk. Covid-19 staff testing must be the subject line.

OH will contact the health care worker to gather the necessary information and organise an appointment for a test, if appropriate. Staff or their household contacts who are out with the time limits will not be offered testing. Managers will be informed whether their member of staff can attend the workplace earlier than the guidance.


**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

**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

Externally, or on your phone you may find it easier to access the videos from our Vimeo page: 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.
**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](#)

**Free Fuel for our Fleet Vehicles**

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


---

**Validated Statistics**

**UK Statistics – as of 9am on 27 March 2020:**

- 113,777 people have been tested in the UK,
- of which 99,234 were confirmed negative and 14,543 were confirmed positive.
- 759 patients in the UK, who tested positive for coronavirus (COVID-19) have sadly died.

**Scottish test numbers: as of 2pm on 27 March 2020**

A total of 12,273 Scottish tests have concluded. Of these:

- 11,214 tests were confirmed negative.
- 1,059 tests were confirmed positive.
- 33 patients who tested positive for coronavirus (COVID-19) have sadly died.

---

**Important Reminders**

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

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

**World Health Organisation Covid-19**
[https://www.who.int/emergencies/diseases/novel-coronavirus](https://www.who.int/emergencies/diseases/novel-coronavirus)

**UK Government Covid-19 Action Plan**

**Scottish Government: Coronavirus in Scotland**
If you have any communication related questions please email: lothian.communications@nhs.net