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.

ISSUED: 30 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 – Reminder

As you will have seen in Friday’s edition - car parking charges for staff and visitors in RIE have been waived at the RIE from today (Monday 30th March 2020) for a three month period. **We are asking all staff in RIE to have your staff idea clearly displayed on your dashboard so it can easily be seen when you arrive at the barriers.** This will maintain a steady flow into the car park.

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.
Visiting guidelines - Update

To align with Scottish Government Guidance and other boards we have updated our visiting guidance to include one person to support a patient with mental health issue such as dementia, a learning disability or autism however to avoid visiting when possible, this may also be provided through teams of staff who are being deployed to support those with dementia or may be by using technology such as ipads. Please click here for full guidance.

Tissue Viability Service - Update

The Tissue Viability Service (Adults) will be supporting staff across Lothian by changing how staff can contact us and how we respond during the current situation. Full details and contact information is available via links on the front page of the Tissue Viability Intranet site

Changes will affect some of the following:
1. High Risk wounds/vulnerable patients
2. Low risk wounds/patients
3. Wound eClinic (Community teams)
4. Acute Wards Dressing support
5. Community Patient involvement with Wound Care – new resources available

Please bear with us as we try to support as many areas as possible with our small team. If we are unable to provide a visit we will provide phone advice on how to manage the situation.

Workforce Guidance - Update

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 have been two areas of terms and conditions of employment that have been changed following consultation at a national level:

Sick leave as a result of Coronavirus

Current terms and conditions have been amended where staff fall sick with Coronavirus and need to be absent from work. All staff regardless of service length will treated as if they have five or more years’ service and therefore have access to up to six months sick leave on full pay. This applies to all staff groups: Agenda for Change, Medical and Dental and Executive and Senior Manager.

Overtime for staff on Executive and Senior Managers’ Terms and Conditions

The current terms and conditions which exclude senior staff on Executive and Senior Managers’ Pay receiving overtime for working over full-time hours has been removed for the foreseeable future. Please check the Workforce Guidance Intranet page for more information.

Pan-Lothian CRT makes great progress

A major project to create a pan-Lothian Community Respiratory Team has made great strides in recent days to improve flow of respiratory patients from hospital to community.

The work, between NHS Lothian and Health and Social Care Partnerships, is designed to ensure the process becomes more seamless and efficient over the next few months to create increase in the number of hospital beds for more unwell patients. Community respiratory teams in Edinburgh,
Midlothian and the newly formed East Lothian team have all agreed to take patients with chronic lung diseases for ongoing review in the community.

The review teams are looking into the possibility of extra resources and if there are ways of providing care for patients who test positive for COVID-19, but have had no previous lung problems.

The West Lothian REACT team, work slightly differently, but they are involved in the discussions and modelling so far and may be able to help facilitate discharges.

Work will continue and the situation will be reviewed on a daily basis to assess capacity and availability.

Volunteering

Across Scotland there has already been a heart-warming response from volunteers, or those wishing to volunteer, to help their communities during the Covid-19 pandemic.

Now a new ‘Scotland Cares’ campaign has been launched as part of endeavours to encourage people to volunteer. People who are healthy and not part of an at risk group can volunteer to provide practical or emotional help to those most in need.

Information about the ways volunteers can help is on the Ready Scotland website at https://www.ready.scot/coronavirus/

The direct link to Ready Scotland’s volunteering page is https://www.ready.scot/coronavirus/volunteering/

In line with Scotland’s current stay at home rules, the website stresses that volunteers, or those wishing to volunteer, can only volunteer to carry out tasks which involve leaving their home, once a day, if they are not required to be isolating and are not in any risk categories (NHS inform’s website gives more details on this at https://www.nhsinform.scot/coronavirus).

Screening – Update

The Scottish Government, on the advice of the Scottish Screening Committee, has taken the decision to temporarily pause screening programmes until further notice.

As a result, Breast Screening, Cervical Screening, Bowel Screening, Abdominal Aortic Aneurysm (AAA) Screening and Diabetic Retinopathy (Eye) Screening will be suspended across Lothian.

Pregnancy and Newborn Screening Programmes will continue where logistically practical.

More information can be found at www.nhsinform.scot/screeningupdate

PPE poster

A poster detailing the Personal Protective Equipment PPE required by staff for use in different situations and procedures within the acute setting has been created and can be downloaded here for use throughout hospitals.

A second poster for staff working in the community setting is being developed and will be available tomorrow.
**Launch of Staff Wellbeing helpline – go live 31 March**

In normal times, most of you, most of the time, will cope well with the demands of your work roles. But these are not normal times and so we are increasing the psychosocial support that is available to you by setting up a new telephone.

The helpline, which launches on the 31 March, will be run by the Rivers Centre and staffed by senior clinicians.

You will have prompt access to a senior clinician who has expertise in psychological first aid. Within a 20 - 30 minute consultation you will be provided with confidential psychological support and guidance to help you cope, as well as practical solutions to look after yourself and your colleagues.

The helpline can be accessed from tomorrow by calling 0131 451 7445 and is available Mon-Fri 8am-6pm.

If you can’t call between 8am and 6pm, please email Here4U@nhslothian.scot.nhs.uk with your name and contact details and we’ll be in touch to arrange a time to speak with you. Please note that emails are monitored during office hours only.

If you need to talk to someone out with these hours you can access support through: **Breathing Space on 0800 83 85 87.** They are available Mon- Thurs 6pm – 2am and Friday 6pm to Monday 6am

**Other health and wellbeing services for staff**

**The Staff Listening Service** provides phone-based support for all NHS Lothian and primary care staff. It offers a place to explore your thoughts and feelings in a non-judgemental and safe environment. Whatever is concerning you, the Staff Listening Service is there to offer confidential support and to signpost you to specialist services if appropriate. **Phone: 07888 998084** 9am and 9pm, 7 days a week.

**The Staff Support and Counselling Service** offers Counselling as an opportunity to talk in confidence about any type of problem. Counselling provides a space for you to reflect on issues that are troubling you in a safe and confidential environment. Counselling appointments are currently only being offered via telephone. Accessing the Counselling Service is by self-referral.

Due to the high volume of calls to the Occupational Health Service at this time we advise that you email the service using OHSCS@nhslothian.scot.nhs.uk including a contact number and your date of birth. In the subject line please state 'Self Referral’.

For further support for individuals and teams, visit the **Staff Health** intranet pages.

**A Reminder**

**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](http://www.hphc.org.uk/Programmes/InfectionPreventionandControl/InfectionPreventionandControl.aspx) 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.

**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)

**Validated Statistics as at 1400**

As of 2pm today 14,624 Scottish tests have concluded 13,061 confirmed negative 1,563 positive 47 patients who tested positive 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 [https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/#news](https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/#news)

**World Health Organisation Covid-19**

**UK Government Covid-19 Action Plan**

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