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

ISSUED: 4 May 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**

Please see reminder section below for most recent important information for staff

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.

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**Staff Health**

**Self-Management Guides and Wellbeing Support - Reminder**

- NHS Lothian, in collaboration with NES, has created a series of self-management guides to support colleagues as we respond to COVID-19. These 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. You can find a whole range of wellbeing materials in the COVID-19 Hubs on both the intranet and internet.

**Online Tools to Help During Covid-19 - Reminder**

Staff health and wellbeing is critical at all times, but we recognise the extraordinary challenges being placed upon staff in this difficult time.

A range of excellent wellbeing online tools have been made available to NHS Staff during Covid-19, free of charge, details of these resources can be found at: [http://intranet.lothian.scot.nhs.uk/COVID-19/StaffWellbeing/Documents/Online%20Tools%20to%20Help%20During%20Covid-19.pdf](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 -

Personal Protective Equipment (PPE) – Partnership Working

The Trade Unions and Professional Organisations in NHS Lothian are actively working together and also in partnership with NHS Lothian to ensure that all staff, regardless of job, location or working pattern, have access to adequate and appropriate Personal Protection Equipment (PPE) to allow them to perform their duties as safely as possible at all times following the latest Health Protection Scotland guidance which is in line with the guidance published by the four countries chief nursing and chief medical officers on the 2nd April.

We acknowledge that not all tasks require full PPE including FFP3 masks but we will constantly review this in line with any further evidence or guidance produced.

Concerns have been raised regarding variance in provision of PPE between departments and sites. As always, NHS Lothian has a duty to carry out risk assessments, to identify which PPE is appropriate to each task and this is something we will be working on jointly to ensure it is undertaken as and when appropriate. You must use the appropriate PPE required for each task. Your health and that of others will be put at risk if both risk assessments and use of appropriate PPE are not maintained. Risk assessments must be made freely available to all staff and we encourage you to request sight of them, and to raise any concerns with local management and/or your local health and safety representative. You should also carry out a self-risk assessment if you have concerns.

We wish to give all members in the workplace a joint assurance of support in protecting the safety of staff and patients throughout NHS Lothian. You have the right to refuse to carry out any task for which you have not been provided with adequate and appropriate PPE and if you are within a medical category which requires workplace adjustments that you must be given the appropriate PPE to support this and again this should be undertaken as part of any risk assessment.

Please do not hesitate to contact your line manager or your own local trade union or professional body representative if you have any concerns regarding risk assessments, PPE or any other matter.

Alex McMahon
Executive Director
Nursing, Midwifery and AHPs

Alex Joyce
Employee Director

Fire Safety Message

There had been a recent Incident reported within NHS Scotland, in which a person used alcohol-based hand rub to clean their hands but didn’t dry their hands properly and an electrostatic discharge ignited residual alcohol vapour when they touched a metal surface. This resulted in a near-invisible flame on both hands which caused burns.

Staff using these products should let their hands dry fully so that vapours disperse before:

- touching ANYTHING including conducting surfaces such as metal, electrical switches or any electrical equipment (e.g. medical devices)
- using oxygen or operating a medical device which uses oxygen
- handling a patient or bedding if the patient is receiving oxygen
- smoking or being near an ignition source (e.g. match / lighter)

HPS has provided advice on hand hygiene technique [here](#). Up to date infection prevention and control measures (which covers hand hygiene) can be found on the dedicated HPS Coronavirus webpages [here](#). IRIC published [SAN(SC)06/27](#) in 2006 on the fire risk associated with alcohol-based hand rubs. This
World Health Organisation (WHO) advice on the risk and hazards associated with alcohol-based hand rubs here.

Resources from Doctors of the World - Including translation into numerous languages

Please see the links below to some information from the Doctors of the World website with information on staying safe from COVID-19 including translation into numerous languages, including videos and information for parents and children.

Video on ‘How to stay safe from Covid 19’ is available on the Doctors of the World website in many languages:
https://www.doctorsoftheworld.org.uk/coronavirus-video-advice/

Written advice on 'How to stay safe from Covid 19' can also be found on the Doctors of the World website (in 45 languages including English)
https://www.doctorsoftheworld.org.uk/coronavirus-information/

Full English text can be found here:

There is also a rich collection of online resources available on the website of the Ethnic Minority National Resilience Network https://bemis.org.uk/emrn/#resources including the below for parents and children:

- Parentclub.scot - Lots of help & advice from the Scottish Government’s Parent Club
- #COVIBOOK – a short book to support and reassure children under 7 available in many languages including both standard Arabic and Egyptian Arabic from https://www.mindheart.co/descargables

Guide to the Coronavirus for Children: [Video] available in Arabic and English

Annual Leave

Staff and managers are reminded that annual leave should continue to be taken in line with normal departmental practice. The rest and recuperation which comes from annual leave is key to supporting health and wellbeing at any time including when restrictions are in place. All staff are therefore encouraged to take annual leave whether still in the workplace or working from home. It is recognised for the group of staff directly supporting the Covid-19 response this may be more challenging but managers should support leave requests wherever possible.

Travel Advice

The latest Scottish Government workforce guidance includes a comprehensive section on safe travel for staff. The guidance can be accessed at the following link:

COVID-19 testing admissions for 70 years plus
Following a Scottish Government instruction to swab all over 70s requiring admission to hospital regardless of symptoms, we have discussed how to implement this, taking account of our small number of single rooms and possible additional harm caused by poor flow across sites.

This directive is based on trying to identify early those with asymptomatic disease or atypical presentation and we know that age alone is not the only risk factor for this.

This applies to all admissions from the community to hospital (acute, MH, Community Hospital). It does not apply to transfers between hospitals.

We will keep this under early and regular review but from now please follow the following pathways: http://intranet.lothian.scot.nhs.uk/COVID-19/PatientManagement/Documents/Testing%20admissions%20for%2070%20years%20plus.pdf

You can also find this on COVID-19 Base under Patient Management.

Information on Staff testing

- 2 sites available - Monday - Saturday West Lothian College and 7 days per week at Chalmers Hospital
- all referrals by manager through ohenquiries@nhslothian.scot.nhs.uk with Covid-19 staff testing as the subject line
- staff should not access the Edinburgh Airport testing as the result does not link to the staff member’s GP record nor occupational health and takes longer

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

- additional guidance to assist managers in assessing whether RIDDOR applies has been placed on the Covid base under ‘Workforce guidance’

Offers of staff testing

If you receive offers of testing from a source outside NHS Lothian or UK Gov centres, please be aware we cannot vouch for the accuracy of these and you are advised not to accept them. Also as previously mentioned, if you receive an offer for PPE this should be sent to offersofsuppliescovid19@nhslothian.scot.nhs.uk

NHS Lothian Virtual Grand Round
Wednesday 6th May, 1230-1330

Our first successful Virtual Grand Round ran this week, with over 250 registered attendees.

Our talk next Wednesday is on "Ethical decision making in a time of crisis", presented by Dr Matt Adam (RIDU) and Dr Ravneet Batra (liaison psychiatry).

Access to the talk for all specialties and staff groups is through Microsoft Teams (preferably on Chrome browser), with the meeting link here. Live Q+A is available on Teams. More information is available on the MED site, or contacting GrandRound@nhslothian.scot.nhs.uk via email.

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. NOTE: The new oxygen target ranges do not match the national guidelines. Prescribe oxygen targets on the main drug and administration chart. Circling 4 times a day will prompt oxygen saturation checks at drug rounds. Document new ranges in the SPECIAL INSTRUCTIONS box so that the NEWS score can be adjusted accordingly.

Please CONSERVE Oxygen, 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.

**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. This is an online resource. Click here for information on these sessions.

**Staff Helplines**

**We have 3 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, 9am-5pm. Please note this line is closed today (4th May)

**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-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.
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.

Validated Statistics  as at 1400

There have been 61,696 people in Scotland tested for Covid-19.
- 49,430 confirmed negative
- 12,266 positive
- 1,576 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

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