Staff Helplines
We have 3 helplines available for staff. You can find this information towards the bottom of today’s Speed Read.

Important Information

Guidance on wearing Tiger masks

Ear loop style surgical face masks (e.g. Tiger masks) are fully compliant with required standards for type IIR fluid resistant surgical face masks. As the masks are not adjustable, this poster (available on the COVID-19 hub under the section ‘PPE Guidance and Infection Control Information) outlines different methods to help staff achieve a comfortable and secure fit.

COVID-19 Staff Skin Clinic and Guidance

**All the linked documents detailed below are available on the COVID-19 hub, under the section ‘PPE Guidance and Infection Control Information**

We are aware that staff members are being asked to wash their hands more frequently during this period. In light of this, the organisation will make emollients (i.e. Zerovene) available in all work areas. Managers can now order Zerovene for general staff use in the clinical areas through their normal pharmacy requisition process.

It is important that staff members continue to use emollients provided at work following each episode of hand washing. As a reminder, it may be helpful to display the Skin Assessment Process in staff room areas and discuss regularly at safety huddles. The Skin Assessment Process Department Visuals is available on the COVID-19 hub under the section ‘PPE Guidance and Infection Control Information.’ In addition, the Skin Assessment Poster (with added local contact information) can be displayed at hand washing stations, where it is possible to do so.

If despite regular use of emollients during the COVID-19 pandemic, you identify a problem relating to your skin, speak to your line manager or the identified ‘hand assessors’ within your department. If an emollient is needed for use outside of the work environment a request can be made by these individuals for a personal supply of an emollient to be supplied from the hospital pharmacy for staff members. A protocol to support the request for and use of emollients is available. The order form for manager’s to request a personal supply
for individual staff member is available via the intranet’s COVID-19 hub.

If you develop any problems with the skin on your face linked to the use of face masks please self-refer to occupational health using the specific form (Staff Skin Clinical Proforma) and also submission of photographs of the affected areas for review by a dermatologist.

If you have any queries, please contact OH Enquires on 0131 536 1135 Option 5 option 3.

**Messages for Nurses and Midwives from Senior Leadership Team**

Alex McMahon, Executive Nurse Director, Gillian McAuley, Nurse Director Acute Services and Pat Wynne, Nurse Director Primary Care have recorded and written messages of thanks to all nurses and midwives across NHS Lothian. These can be accessed on the Nursing & Midwifery Covid-19 Intranet Site.

**Volunteering update**

In response to the COVID–19 pandemic we have recruited 673 new NHS Lothian volunteers predominantly for the Ward Helper role. Other roles include Navigator Stop & Gel and Drop off & supply. You will recognise NHS Lothian Volunteers by their purple T-Shirts and ID badges. Please continue to welcome volunteers and support them to undertake appropriate tasks to support patients and staff.

A new shopping service funded by the Edinburgh Lothian Health Foundation (ELHF) and delivered by NHS Lothian Volunteers has commenced. Patients can request small items for themselves e.g. juices, newspapers, magazines, snacks, toiletries etc. and these will be purchased and delivered to patients by Volunteers. The process has been streamlined to ensure minimal footfall in clinical areas.

A patient laundry pick up and drop off service has also commenced at the WGH supported by NHSL Volunteers.

If you are interested in any of these services for your area or have other ideas for volunteers please contact Jane Greenacre Head of Volunteering Jane.Greenacre@nhslothian.scot.nhs.uk.

**Reminder regarding requests and donations**

The COVID-19 Rapid Response Fund has been set up by Edinburgh & Lothians Health Foundation to support staff and patient health and wellbeing during the Coronavirus pandemic. If you would like to access funding to support you or your patients during this time, please email ELHF@nhslothian.scot.nhs.uk and the team will help you find the best way to fund it.

All charitable donations of gifts in kind e.g. toiletries, food stuffs etc. should go also through Edinburgh & Lothians Health Foundation ELHF@nhslothian.scot.nhs.uk

**Free Just Eat Cycles**

Transport for Edinburgh’s Cycle Hire Scheme (Just Eat Cycles) have announced the release of 100 free annual passes for NHS staff.

NHS employees interested in accessing the 12 month pass should use their NHS email address (@nhslothian.scot.nhs.uk or @nhs.net), and send an email to support@edinburghcyclehire.com by June 22nd 2020. They will then be sent a code to redeem through the Just Eat Cycles app, which is free to download for iOS and Android. Passes, which cover both e-bikes and pedal bikes, will be allocated on a first come first serve basis.

Until 4 July, 2020 the NHS passes will cover the use of e-bikes and pedal bikes for free up to 60 minutes per
ride. After the initial two months the pass will revert to a normal annual membership for the remaining ten months. E-Bike trips will then cost 10p per minute.


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

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

A Reminder

This Section contains important information previously issued which is unchanged –

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

Our talk tomorrow 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.

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. The World Health Organisation (WHO) advice on the risk and hazards associated with alcohol-based hand rubs is available here.

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%20plus.pdf

You can also find this information on the 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-19 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

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.

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.

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**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](https://www.nhsinform.scot) or [Health Protection Scotland](https://www.hps.scot.nhs.uk) 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.

**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 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.

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**Validated Statistics as at 1400**

A total of 63,311 people in Scotland have been tested. Of these:

- 50,874 were confirmed negative
- 12,437 were positive
- 1,620 patients who tested positive 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