**Important Information**

**Update to PPE Guidance**

Following the announcement on 28th April by the Scottish Government in relation to the voluntary use of face coverings by members of the public, NHS Lothian PPE Guidance has been updated to reflect this statement. The updated guidance is published on the intranet COVID-19 pages - PPE and Infection Control Information section. Click on the following link: [http://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Documents/PPE%20who%20where%20table.pdf](http://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Documents/PPE%20who%20where%20table.pdf)

The main change is to support – on personal risk assessment – the use of a fluid resistant surgical face mask in non-clinical or public areas in NHS Lothian or Health & Social Care Partnership healthcare areas on a sessional basis (that is – wearing a mask continuously without removing at any time for a period of up to 4 hours, as long as it is not damaged, visibly soiled or wet).

This is not mandatory. There is limited evidence to support the use of face protection by the general public or in public spaces, but the current advice acknowledges that this might be beneficial in minimising spread of COVID 19 from those who have asymptomatic infection and where they are unable to maintain 2 metre social distancing.

It is essential that all staff follow instructions on the correct use, handling, putting on (donning) taking off (doffing) and disposal of face masks. Hands must be washed or decontaminated after touching or removing a face mask. Further information is included in the updated table.

**Flow Centre**

The Flow Centre day service is now available from 8am until midnight 7 days a week - open for new bookings, taxis, amendments and cancellations, as well as urgent care referrals. All transport requests, including taxis, should be streamed through the Flow Centre during its opening hours. The Flow Centre number is 0131 446 4500.
COVID-19 Related Safety Alerts

The NHS Scotland Incident Reporting and Investigation Centre (IRIC) has set up a new page to ease access to COVID-19 related Safety Action Notices, Medical Device Alerts and Information messages that IRIC have issued during the pandemic. The site also provides links to other guidance applicable in Scotland. The alerts cover a broad range of issues from alcohol-based hand gels – risk of fire, Hospital Oxygen Supply management, to off label use of Anaesthetic machines during the pandemic.

You can access these alerts on the link below.

A reminder to staff: our NHS Lothian procedure for the receipt and management of Safety Alerts continues to function as normal. All alerts, inclusive of those mentioned above, have been assessed, actions localised and issued to services where appropriate and are available to view on our NHS Lothian Safety Alerts Intranet page at:
http://intranet.lothian.scot.nhs.uk/Directory/ClinicalGovernance/Alerts/Pages/Alerts.aspx

This page is updated on a live basis for safety alerts affecting NHS Lothian.

For further information please email safety.alert@nhslothian.scot.nhs.uk

Information/advice for staff supporting people with sensory impairment

It is likely that you will be caring for people who have existing sensory impairments during the COVID-19 pandemic, in both hospital and community settings. People with sensory impairment may find it particularly difficult to access information and support at this time.

The Edinburgh Health and Social Care Partnership has compiled some information and advice - including recent Scottish Government guidance - to help you support people with a sensory impairment. You will find it at: https://www.edinburghhsc.scot/staff/sensory-impairment/

Psychologists produce advice for key workers and their children

Psychologists from the British Psychological Society have produced guidance for key workers and their children on navigating the emotional effects of the COVID-19 pandemic. The new resources available are:

- ‘Advice for Key Worker Parents – helping your child adapt to changes due to the COVID-19 pandemic’
- ‘When Your Parent is a Key Worker,’ providing information and advice for children and young people on some of the changes that have happened because of the pandemic.

Both new booklets are on the British Psychological Society website at:

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

Feeling Good: Positive Mindset App

Please remember the Feeling Good: Positive Mindset App for all staff and patients. An NHS Lothian service provision, this audio relaxation-based app is evidence-based for stress, worry, depression and burnout. It is also very helpful for improving sleep and coping with shift work and is NHS digital accredited.

For ease of use we have a covid19 code to be used in the app. Simply download from the app store and enter username coboost1 and password positive. Safe & anonymous.

Download this patient information sheet. For more information contact Dr Alastair Dobbin Alastair@foundationforpositivementalhealth.com

A Reminder

This section contains important information previously issued which is unchanged –

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.

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

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, as 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 4 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.hpsc.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](mailto: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.

**Speak Up**

The Speak UP service has currently moved to a call back service, but we are still open for business! If you have a concern you wish to discuss please email the confidential mailbox [speakup@nhslothian.scot.nhs.uk](mailto:speakup@nhslothian.scot.nhs.uk) and we will ensure that you have the opportunity to share your concerns with an Advocate or Ambassador in confidence and we will discuss with you how you can address these.

There is no waiting list, or need to make an appointment and our Speak Up team are happy to talk to you, whatever the concern.
Validated Statistics as at 1400
A total of 65,125 people in Scotland have been tested. Of these:

- 52,416 were confirmed negative
- 12,709 were positive
- 1,703 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