Guidance for staff

Wednesday 1 April 2020

We know we are sending a lot of information out in these daily updates, and we do appreciate the time it takes to read and absorb them. Please be assured we’re doing our best to bring you only those issues which are considered important and relevant for us within Healthcare Improvement Scotland. There is such a lot of guidance, information and news on the pandemic and the response to it from a wide range of official sources arriving with us every day, and we are filtering that as it comes in. We welcome all of your feedback so please let us know if we can be doing anything differently.

In today’s staff update we’re sharing more information as we receive it from Scottish Government, NHS Scotland and from your colleagues around HIS.

Today we’re updating on:

- Single national guidance for NHS Scotland staff
- Child protection guidance for health and care workers
- New Coronavirus legislation for Scotland
- New temporary hospital at SEC, Glasgow
- HIS deployment and volunteering information
- Shielding reminder
- How to use MSTeams

Guidance for NHS Scotland staff and managers on Coronavirus

The Scottish Government has published a single national guidance document for NHS Scotland staff and managers on Coronavirus. It directs staff to verified sources of advice, on a range of issues and staff concerns that have been raised during this challenging and unprecedented situation.

Hosted on the NHS Scotland Staff Governance website, the guidance is being regularly reviewed and updated as the scientific and clinical advice changes, and the latest version is available online.
You can access the guidance here: https://www.staffgovernance.scot.nhs.uk/coronavirus-covid-19/guidance/

Child protection guidance for health and care workers

This updated guidance reminds us all that the rights of the child do not change and protection of children remains top priority during the difficult decision making climate we are in due to the pandemic.


New temporary hospital at SEC, Glasgow

A temporary hospital with an initial 300 beds is to be created in the Scottish Events Campus (SEC) in Glasgow to increase patient capacity during the coronavirus (COVID-19) pandemic. See the news release below for more details:


New Coronavirus legislation for Scotland

The emergency Coronavirus (Scotland) Bill is now published and was expected to pass into law by the end of today. You can read the new legislation here:

https://www.parliament.scot/parliamentarybusiness/Bills/114929.aspx

HIS deployment and volunteering information

As promised on Monday, today we circulated a separate communication which clearly explains how we are deploying our staff and managers, both internally to support crucial HIS work and externally to support the wider health and social care system. We also detail our approach to supporting staff to take on volunteering opportunities. Please make sure you read this email and discuss any queries with your line manager. We’ve saved a copy of the message to the COVID-19 information page on The Source.
Shielding highest risk people - reminder

If you have received a letter advising you that you are in one of the categories identified as at highest risk of severe illness as a result of Coronavirus, then please contact your Director to advise them of this.

How to use Microsoft Teams

As mentioned in our previous staff update, we are piloting the use of the web based version of MSTeams within HIS and we are now preparing to roll out the application across the organisation. You will shortly be receiving a separate email detailing your username and password, but before that please read this important guidance on how to use MSTeams on The Source.

Like Skype, MSTeams is another useful application that can support us to stay connected with each other and the wider organisation, but in addition it allows you to connect with people outside of HIS and in other boards.

We have an Office 365 Microsoft Teams page on The Source which contains useful videos and links to the HIS guide to MSTeams as well as MSTeams training resources from NES. If you are going to be using MSTeams, please take a look at these resources.

If you have any queries or need clarification please email hcis.covid-19@nhs.net and we will respond in our Q and A section on The Source.

Keeping well

It is important to keep following the all current advice to keep us, our families and the population at large as safe as possible. NHS Inform is the top source for all current advice.

- measures on social distancing
- general advice on what you should do if you or anyone in your household as COVID-19 symptoms
- the ‘stay at home’ advice
- a self-help guide to checking your symptoms, and
- advice for health professionals

And please keep following the advice on good hand hygiene

- avoiding direct hand contact with your eyes, nose and mouth
- maintaining good hand hygiene - washing hands with soap and water frequently or using alcohol hand sanitiser specifically:
o after coughing or sneezing
o after going to the toilet
o before eating and drinking
o after using public transport or touching publicly shared items

- avoiding direct contact with people that have a respiratory illness and avoiding using their personal items such as their mobile phone
- covering your nose and mouth when coughing or sneezing with disposable tissues and disposing of them in the nearest waste bin after use

For more information

Advice on travel can be found on [Fit for Travel](#).

Health Protection Scotland also publish detailed guidance, including for healthcare and education settings and for first responders in contact with potential cases of coronavirus.

The Scottish Government is publishing numbers of test results, updated daily.

Safia Qureshi, Director of Evidence
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