Guidance for staff
Thursday 2 April 2020

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:

- NHS Louisa Jordan
- Updated PPE Guidance
- Video message from Robbie
- Deployment process
- Staying connected on The Source

NHS Louisa Jordan

A number of HIS colleagues are currently supporting the delivery of the new temporary hospital which has now been named by the Scottish Government. Read the news release: https://news.gov.scot/news/nhs-louisa-jordan

Updated PPE Guidance

The latest guidance around Personal Protective Equipment (PPE) is available from Health Protection Scotland. If you’re returning to a clinical setting then you will always be able to find the latest guidance on PPE on the HPS website, https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/#guidelines

Video message from our Chief Executive

As we’re not able to get together for our usual staff huddles, we’re trying out different ways to bring you news and updates from our Executive Team and from colleagues across the organisation. So to start us off, here’s a video message from our Chief Executive:
HIS deployment process

Following on from yesterday’s message detailing our approach to deployment and volunteering, we can now share with you the deployment process, which has been finalised and is available on The Source.

We have posted flow charts that provide an overview of the process that needs to take place in relation to all new requests coming into HIS that will have an impact on how we deploy our staff. There are two processes, one for allocating staff to new commissions that are HIS-led (internal) and another for the temporary deployment of HIS staff to other organisations (external). These are available on The Source.

Staying connected on The Source

To keep in touch with what’s happening across the organisation right now, and to reach out to colleagues beyond your immediate team, head over to The Source when you can. Tell us how you’re surviving working from home during lockdown, share pictures from your dining tables or yoga mats, of your pets or gardens – let’s brighten up each other’s day and stay connected.

And don’t forget to update your profile to let people know whether you have been deployed outside of HIS, volunteering elsewhere or continuing to work within HIS. You can do this quickly and easily in the ‘about me’ section. Please also provide your work mobile phone number in your contact information. Go to the intranet help page for a step by step guide to updating your profile.

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
Executive Team lead for COVID-19