

Guidance for Staff and Managers on Coronavirus

Topics	Reference
<p>COVID-19 Infection Prevention and Control (IPC) Guidance (including PPE)</p>	<p>COVID-19 specific IPC guidance for NHS Scotland can be found here: National Infection Prevention and Control Manual: Scottish COVID-19 Infection Prevention and Control Addendum for Acute Settings</p> <p>Care Home Settings: Scottish COVID-19 IPC Addendum for Care Homes</p> <p>Community Health and Care Settings: National Infection Prevention and Control Manual: Scottish COVID-19 Community Health and Care Settings Infection Prevention and Control Addendum</p>
<p>Testing</p>	<p>Scottish Government has published guidance on coronavirus testing, including who is eligible for a test, how to get tested and different types of test available. NHS staff should follow their own Board's guidance for accessing testing if they or a household member develop symptoms.</p> <p>There is guidance on asymptomatic healthcare worker testing for those staff groups who are required to participate in weekly asymptomatic testing to reduce the potential spread of COVID-19.</p> <p>An overview of testing in hospitals can be found here: COVID-19 hospital testing table (scot.nhs.uk)</p>
<p>Vaccinations</p>	<p>Vaccination guidance for health and social care professionals can be found here: Coronavirus (COVID-19): vaccination guidance for health and social care professionals - gov.scot (www.gov.scot)</p> <p>The letter from the Chief Medical Officer on the arrangements for the COVID-19 vaccination programme, which includes information on the timing of the second dose, MHRA authorisation, and communication materials for health and social care workers can be found here: Coronavirus (COVID-19) - vaccine: letter from the Chief Medical Officer updating on the vaccination programme - 1 January 2021 - gov.scot (www.gov.scot)</p> <p>There is broader information about the vaccine, which can be found here: Coronavirus (COVID-19) vaccine </p>

	<p>NHS inform</p>
Childcare Provisions	<p>All primary and secondary pupils can return to school on a full-time basis. For more information on schools reopening please visit the Parent Club.</p> <p>Staff should try to make alternative arrangements for childcare where possible, through a non-key worker parent or carer, but where this is not possible consideration will be given to health and social care staff to support the COVID-19 response.</p> <p>Alternative childcare arrangements may include informal childcare or accessing a childminding service (which remain open to all children at present). Parent Club has lots of information to support families.</p>
Shielding	<p>Those on the shielding list received a letter from the CMO in March updating advice including on going to work. If the area that an individual lives or works in moves into Level 4, then it is advised that they do not go into the workplace and either work from home or be paid for as if at work. There may be circumstances whereby an individual may live or work in a Level 4 area and still attend work, subject to local agreement between the individual and the employer. The letter from the CMO will serve a similar purpose to a fit note for those in Level 4 areas. A separate fit note from a GP is not required. This applies until June 2021.</p> <p>The following Directors Letter (DL) includes guidance to support NHS staff and managers returning to the workplace when shielding restrictions are paused from 26 April 2021. Please follow this link to access the DL: Scottish Government Health and Social Care Directorates</p> <p>Further information on shielding can be found here:</p> <p>Coronavirus (COVID-19): shielding advice and support - gov.scot (www.gov.scot)</p> <p>Coronavirus - support if you've been shielding - mygov.scot</p> <p>The Scottish Terms and Conditions Committee (STAC) have developed Q&A about shielding that can be found here: https://www.stac.scot.nhs.uk/wp-content/uploads/STAFF-Shielding-Reference-QA.pdf</p>

Underlying health conditions	For people with underlying health conditions, that are not in the shielding group, please access the COVID-19 Occupational Risk Assessment Guidance .
Pregnancy	Pregnant staff should follow the UK wide advice for pregnant employees . It will help you discuss with your line manager and occupational health team how best to ensure health and safety in the workplace. A workplace risk assessments must be conducted for pregnant workers, and there is more information and guidance available on the UK website.
Minority Ethnic Staff	There is emerging evidence that people from Black, Asian and Minority Ethnic (BAME) background may be disproportionately affected by COVID-19. The COVID-19 Occupational Risk Assessment Guidance uses multiple personal characteristics including ethnicity to give an overall assessment the vulnerability of a member of staff.
Homeworking	<p>If you can fulfil your role while working from home you should do this. However, if this is not possible your employer should offer other flexible working arrangements that mitigate health risks and ensure a fair balance between work and your health.</p> <p>For more information please see the latest advice from the Scottish Government on Coronavirus: Coronavirus in Scotland - gov.scot (www.gov.scot)</p> <p>DL(2021)05 and DL(2021)07 provide further advice around the principles and the terms and conditions of service that should be applied when staff are required to work from home as a result of the COVID-19 pandemic.</p>
Safe Working Practices	<p>The following resources have been created to promote safe working:</p> <ul style="list-style-type: none"> • Safe working Key messages in the workplace - Poster - Version 2 • Safe practice in care homes - A4 Poster • 5 Key messages for the health and social care sector - 3 July 2020
COVID-19: NHS Scotland Laundering and Uniform Policy	For information on laundering and uniform policy please visit the National Uniform, Dress Code and Laundering policy . Section 3.2 is the most pertinent section and still applies to COVID-19.

Terms and Conditions	<p>Changes and addition to term and conditions in light of COVID are all accessible on this page: Coronavirus (COVID-19) Scottish Terms and Conditions Committee These have been agreed in partnership by the Scottish Terms and Conditions Committee and aim to give the service flexibility and support.</p> <p>This includes general workforce/HR guidance, variations to standard terms and conditions, and Q&As.</p>
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