

Core brief

Staff update on COVID-19

As we move from a period of preparing for COVID-19 to now managing the response to the situation, we are stepping up our communications with staff to ensure you have all the information you need.

We have developed dedicated web pages www.nhsggc.org.uk/covid19 on the NHSGGC website which will continue to be updated regularly. This online resource includes HR guidance for staff and a series of frequently asked questions which will be updated regularly. Please ensure that you keep yourself up-to-date on the guidance as it develops.

In addition we have set up a new email account to handle any specific staff queries on COVID-19. If you have a specific query you can email us at staff.covid19@ggc.scot.nhs.uk and we will arrange to update the FAQs to respond to your questions.

Separately, colleagues have been contacting the Infectious Diseases (ID) team at QEIH with various enquiries on clinical issues. In response to this, the ID team have produced COVID-19 Frequently Asked Questions guidance which they wish to share with all clinical staff. This has been published on the Coronavirus Information Hub, found on the front page of StaffNet, and will be updated as the situation changes and new information comes to hand.

Coming to Work

You can get updates and information on symptoms of COVID-19 and guidance on self-isolation on NHS Inform ([NHS Inform](#)). If you develop symptoms you should contact your GP or NHS24 (on 111) by phone immediately for advice.

If you have concerns please speak to your manager or contact Occupational Health on 0141 201 0594 or 0141 201 0596.

What You Can Do

We are keen to ensure that all employees maintain high levels of hygiene to keep the chance of contamination to an absolute minimum. Please ensure that:

- You wash your hands frequently with soap and water or alcohol based hand sanitizer
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze and throw the tissue away immediately
- Avoid touching your eyes, nose and mouth
- Keep at least two metres' distance from anyone coughing and sneezing.

Travel

Certain areas across the world have been identified as having been more severely affected than others and require a period of self-isolation upon return from travel. If you are traveling to these counties, please keep yourself aware of the current status of the country you are visiting and whether self-isolation is needed. If you have to self-isolate, please let your line manager know as soon as possible by telephone. You should also call the Occupational Health team to seek further guidance.



Please remember to wash your hands

Follow the correct hand washing procedure
www.nhsinform.scot/coronavirus



The diagram illustrates the five steps of handwashing: 1. Wetting hands under a stream of water. 2. Applying soap and lathering, with arrows indicating the back of the hand and the palm of the other hand. 3. Rubbing hands together, with arrows showing the motion. 4. Rubbing the palm of one hand against the back of the other, with a circular arrow indicating the direction. 5. Rinsing hands under a stream of water.

Are your contact details up-to-date? [Click here](#) to check