

Core brief

Daily COVID-19 update (27 March 2020, 16:05)

We are committed to ensuring that staff have the information they need to know to respond to the current COVID-19 situation.

Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.org.uk/covid19. We are continually updating these webpages with new information and ask colleagues to check this regularly.

If staff have any individual questions, please email staff.covid19@ggc.scot.nhs.uk

COVID-19 FAQs updated

Please see our updated [FAQs](#). These now include more information on childcare, vulnerable household members, health and wellbeing support and isolation notes.

Uniforms

We want to thank all our staff for everything you are doing at this difficult time and ask you to remember to adhere to the uniform policy.

The current NHSGGC guidance is that staff should not travel to work in uniform but should arrange to change on arrival at work. Uniforms should be transported home in a disposable plastic bag, which should be disposed of into the household waste stream.

Uniforms should be laundered:

- separately from other household linen
- in a load not more than half the machine capacity
- at the maximum temperature the fabric can tolerate, then ironed or tumbled-dried.

We are aware that if you are a community worker this is not feasible, but you should ensure that you follow strict hygiene control and washing instructions.

Message from Jane Grant, Chief Executive, and Dorothy McErlean, Employee Director, on Partnership Working

We are committed to the principles of partnership working and staff involvement. Partnership underpins and facilitates the development of sound and effective employee relations throughout the NHS and aids in service delivery.

The COVID-19 pandemic is placing the NHS and its staff under unprecedented pressure, and it is essential these principles of partnership working are maintained during this difficult time. By working

together in partnership we can help ensure any temporary measures related to staff policies and procedures are fair, safe and as effective as possible.

It is recognised that during the period of the emergency, trade union and professional organisations require to have their facility time to fully participate in local partnership processes. Managers should ensure representatives are allocated the time and facilities needed to carry out their duties and be fully involved in the local partnership arrangements, in order to best support staff.

Office 365 Teams is coming

We will shortly be providing all staff with access to Microsoft Office 365 Teams.

Teams provides users with the following functionality, from most devices with internet access:

- Online video (or just audio) team meetings, includes sharing desktops and applications
- Instantly message/chat with your colleagues
- Storing and sharing documentation
- Collaboration on documents and projects, agree tasks and timescales
- Presence (users can see which of their colleagues are available at a given time).

The Teams services can be accessed via an Internet Browser, such as Internet Explorer, Edge, Chrome, etc. There is also a Teams application which can be installed on Windows PC's and laptops as well as an Apple and Android app. eHealth will remotely deploy this to NHSGGC devices, however, staff can install this on their own PC's or smartphones, should they wish to do so.

Further guidance on how to access Teams and use the various functions within the application and links will be sent out shortly.

Some further details of the functionality which is available via Teams can be found here:

<https://products.office.com/en-GB/microsoft-teams/group-chat-software>

You don't have to take any actions just now; we will contact you again with instructions on how to access the system.

[Digital As Usual](#) | [eHealth Intranet](#) | [0365 Knowledge Centre](#) | [eHealth Twitter](#)



Please remember to wash your hands

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



**It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on [StaffNet](#)**