

Core brief

Daily update
(19 January 2021, 2.30pm)

Topics in this Core Brief:

- Second dose for COVID vaccination
- Working from home guidance

Second dose for COVID vaccination

Arrangements are being put in place to allow people to book an appointment for their second dose of vaccine.

This will be made via the email address or mobile number given when your first appointment was booked.

People will be contacted in the order in which they received their first vaccine with the following timescales:

Week of 18 January	those vaccinated between 8 – 20 December
Week of 25 January	those vaccinated between 21 December – 3 January
Week of 1 February	those vaccinated between 4 – 17 January

You will be offered a two week window to choose an appointment within the 12 weeks maximum time from your first vaccination.

If staff do not receive contact within that timescale they should contact the current email address we are using Staff.Covid19@ggc.scot.nhs.uk

Working from home guidance

In line with Government guidance, staff should work from home wherever possible. A [Working at Home Advice and Guidance for Managers and Staff](#) and Home Working Guide to assist staff and managers who required to temporarily work from home as a result of COVID-19. Both the Guide and Policy is open and accessible to all employees and can be viewed [here](#).

Managers should ensure that all employees who are working from home, complete a COVID-19 Home Working Employee Risk Self-Assessment Form and where possible, address any identified issues.

Social distancing is everyone's responsibility

Stick to the allowed occupancy when using lifts -
check the information displayed beside the lift.



Do it, encourage it. Don't spread the virus at work or home

Please keep up-to-date with the latest guidance on our dedicated web pages at:

www.nhsggc.org.uk/covid19. If you have any questions about the current situation please check the [FAQs](#) first. If you have any further questions, please email: staff.covid19@ggc.scot.nhs.uk

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).

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](#)