

Core brief

Daily update

(23 November 2021, 10am)

Topics in this Core Brief:

- Provision of support to winter vaccinations programme
- 12 steps to a safe and healthy festive season – social events
- Email guidance – multiple recipients

Scottish Government - Provision of support to winter vaccinations programme

As we approach the festive season, the vaccination programme is scaling up efforts so that as many people as possible, are given additional protection through booster vaccinations. In order to do so we will need to increase vaccination delivery once again, specifically for a period of **3 weeks between 29 November and 20 December**.

We recognise how challenging this is and we are working hard to secure any and all sources of additional staffing and support possible to vaccination teams during this period of acceleration, including through mutual aid from Special Health Boards.

We are appealing to professionals across our health and social services at this time to support this acceleration of the programme.

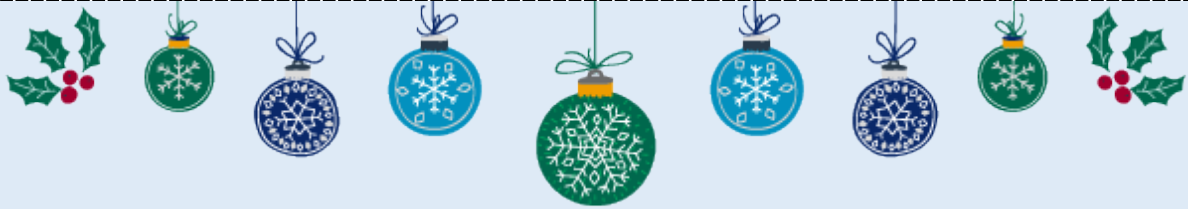
In a joint letter from CMO, Dr Gregor Smith, Interim Chief Nursing Officer, Professor Alex McMahon and the Scottish Government Director for Vaccination Policy and Strategy, Stephen Gallagher, NHS staff, including students, are being asked to consider coming forward to register for vaccinator shifts. For more information and to read the full letter, please [click here](#).

To find out more information about how to help in NHSGGC go to our website: [NHSGGC : COVID-Vaccinator Recruitment](#) or email: covid.recruitment@ggc.scot.nhs.uk

Any offer of help, whether a one off shift or a regular commitment would make a huge difference so please consider if you – or someone you know – could join this incredible national effort to get even more people vaccinated by Christmas.

Professor Jason Leitch, National Clinical Director of Healthcare Quality and Strategy has produced a video in support of this remarkable national effort to keep people safe aimed at health professionals asking you to join this collective effort:

[View the Vaccination Programme 'Join the Collective Effort' video via YouTube here](#)



12 steps to a safe and healthy festive season – social events

With the Festive season quickly approaching and recognising that you are preparing to celebrate this time with your family and loved ones we thought we would share some top tips to help you stay safe if you are planning social events:

1. Check out the [Staying Safe and Protecting Others guidance](#) when you are:
 - Meeting people and physical distancing.
 - Eating, drinking & going out.
2. Please be mindful of and follow up to date Scottish Government Coronavirus (COVID 19) rules and guidance regarding Staying Safe and protecting others.
3. Undertake your Lateral Flow Tests and record the results, as part of twice weekly practice and encourage your colleagues who you may be socialising with to do so.
4. Plan smaller team outings rather than the whole team going out together.
5. Consider limiting work social events. Attending social events can increase transmission risks. If you are all there together, and exposed to COVID or Flu this can affect your remaining colleagues.
6. Remember: good hand hygiene, cough etiquette "catch it bin it kill it", do not attend an event or work if unwell or with symptoms, keep a heightened awareness that those who are nearby may be unwell or incubating respiratory infections.
7. Consider having your social event outdoors? -If your event is indoors, ensure good ventilation and try to ensure the area is not overcrowded. Have a hand sanitiser to use regularly.
8. Go virtual instead! Virtual lunch/coffee morning/afternoon tea.
9. Hold small managed events locally. Maintain maximum occupancies and ensure the use of face masks and coverings and good hygiene practice.
10. Try to have events earlier than normal to avoid peak celebration times.
11. Don't go out if you have any symptoms of COVID-19.
12. Stay Safe and have great festive period!

If possible, please print this out and display locally.



Email guidance - multiple recipients

In the event that the appropriate permissions are in place to use email to communicate with patients, staff are reminded of their responsibilities when considering sending emails to multiple external recipients. An example of this would be where a service sends general non clinical information to multiple patients. When considering any general communications which involve more than one recipient, staff must ensure that no individual patient information is disclosed to others by using the 'blind copy' BCC email function for all of the email addresses. This will ensure that all email addresses will be hidden and no information relating to the recipients will be disclosed.

In all cases where email is considered an appropriate means of communication, the sensitivity of the information contained must be carefully assessed and if the content relates to sensitive clinical information this should be sent separately to each individual and not part of a general email to multiple recipients.

The Board's email usage policy provides guidance on aspects of using email appropriately and can be found here [Email Usage Policy](#) .If you have any questions on this subject or any other Information Governance questions or training requirements please contact the IG Team on data.protection@ggc.scot.nhs.uk

Lateral Flow Tests - Available to all staff working on site

Speak to your line manager about where to collect your test kit, then:

		
Register your kit	Test twice per week	Record your results

Keep your colleagues and patients safe from COVID-19

Help stop the spread!

Visit: www.nhsggc.org.uk/lfid-stafftesting

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: HR.Support@ggc.scot.nhs.uk.

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

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