

Core brief

Daily COVID-19 update
(4 June 2020, 3.50pm)

Topics in this Core Brief:

- Life on the Frontline
- Protecting data when working from home
- ICU teams well-being tips shared around the world

Life on the Frontline

Continuing with our volunteer celebrations this week in [Life on the Frontline today is Chiara Galimberti](#), a volunteer at the Royal Alexandra Hospital.

Chiara explains the reason behind why she became a volunteer as well her plan to convert all the staff at the RAH to drinking a double espresso.



Protecting data when working from home

Many staff are working from home during COVID-19 and some may continue to do so for some time. Staff are reminded of the need to remain vigilant in keeping data secure. If it is essential for you to have paper documents containing confidential, sensitive or identifiable data then you must keep these in a secure area when you do not require these.

Paper documents no longer required should be disposed of securely, which may mean keeping these in a secure place until you are able to return to work and can dispose of these securely. These types of documents should not be disposed of with your general household waste.

You may have access to a range of application services containing Patient Identifiable Data when, for example, on conference calls and video conferences. Please:

- Ensure wherever possible no one else can view your screen or hear your call
- Lock your screen if you leave your machine unattended
- Do not share your login details
- Make sure your family know they cannot use your work device
- Securely store your files on your encrypted laptop

Useful Contacts:

- If your laptop is lost or stolen report this to the IT Service Desk: 0345 612 5000 and raise a Datix incident.
- If you suspect you have received SPAM emails – contact Spam@ggc.scot.nhs.uk
- For suspected Ransomware/Malware emails – contact the IT Service Desk
- For data protection/confidentiality issues or associated support/training requirements – contact the IG Team at data.protection@ggc.scot.nhs.uk

ICU teams wellbeing tips shared around the world

ICU teams from around the world are enhancing wellbeing for staff by following the example of colleagues at the Royal Hospital for Children.

Even before the dawn of COVID-19, a team at the Paediatric Intensive Care Unit (PICU) RHC had recognised how vital it was to help staff to look after their physical and mental wellbeing while working in a stressful environment. The Intensive Care team looks after critically-ill children from all over Scotland, from babies up to the age of 16.

In the past few weeks their expertise has been shared around the world in a prestigious online journal.

[Click here to read more.](#)

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](#)**