

Core brief

Daily update (9 February 4.15pm)

Topics in this Core Brief:

- Educational resources to support ARHAI Winter 21/22
- NHSGGC Staff Disability Forum
- Important Message which requires action by all staff using Microsoft Teams
- ScotRail update

Educational resources to support ARHAI Winter 21/22

Please find below the link to some short videos about the new respiratory guidance from ARHAI and the Hierarchy of Controls:

<https://learn.nes.nhs.scot/59070/infection-prevention-and-control-ipc-zone/sipcep-intermediate-layer/general-ipc/winter-respiratory-preparedness>

NHSGGC Staff Disability Forum

From its inception in 2015, the Staff Disability Forum exists to provide a support network for staff and to facilitate positive changes in the organisation. Staff engagement and feedback is vital for the organisation to work together.

We would be delighted if you could attend our first meeting of 2022 on **Tuesday 15 February 1pm – 2:30pm.**

If you would like to attend or you would like to join our forum please contact: Kate.Ocker@ggc.scot.nhs.uk or visit our HR Connect pages here [NHSGGC: Staff Disability Forum](#)

Important Message which requires action by all staff using Microsoft Teams

From 1 March 2022 a deletion policy will be applied to all messages currently stored in Microsoft Teams Chat. The policy will apply to any chat messages created a year or more before March 2022, which will be deleted.

Going forward from March 2022 any messages created or stored in Teams Chat will be deleted on the first anniversary of their creation. The policy is being applied nationally in line with the agreed records retention policy and will help improve the management of storage space on the M365 network.

During the Covid pandemic Teams chat was used for frequent communications across the Board and as a result chat messages may contain information that would be important to the future Covid Inquiry. On that basis staff using Teams chat are asked to review their chat messages by 28 February and extract any key business, Covid related or other information that needs to be retained in line with normal retention periods.

Full details of the policy and guidance on how to save any required information can be found here [Deletion-of-Team-Chat-messages](#) . Guidance on appropriate use of Teams was issued previously and


can be found here [CoreBrief-25March2021](#). If you have any questions or concerns about this policy or information to be retained please contact the Information Governance team at: data.protection@ggc.scot.nhs.uk

ScotRail update

Due to staffing issues, ScotRail have been operating a reduced timetable on a number of routes. From Monday 14 February, the normal timetable will resume. More information is available from [ScotRail](#).

Lateral Flow Tests - Available to all staff

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

 Register your kit	 Test daily	 Record your results
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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](#).

**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](#)**