

Core brief

Daily update
(22 April 2021, 1.20pm)

Topics in this Core Brief:

- HR COVID Support Team reminders
- Security message
- Social Distancing – Remember to adhere to Maximum Occupancy

HR COVID Support Team reminders

Returning Shielders Monday 26 April

It is essential support and plans are in place for any returning shielding staff on Monday. Please ensure the enhanced return to work/remaining at work checklist is complete.

[Staff Returning from Shielding: Checklist and enhanced return to/remaining at work pack.](#)

SSTS COVID Absence

Please update SSTS as soon as you know the absence is continuing or concluding. This is extremely helpful to our team when identifying long or positive COVID cases and what support managers and staff require.

For SSTS Codes please see our [management guide](#).

We greatly appreciate your corporation with this.

For further information please use the link above or the [FAQ's](#).

Any questions, support or guidance on anything mentioned above please do not hesitate to contact the team by email at staff.covid19@ggc.scot.nhs.uk.

Security message

Site based security personnel such as Sabrina at the QEUH (pictured) will continue to be present at a number of site entrances. They are there to ensure safe access and promote social distancing and good hand hygiene by reminding everyone to use the hand gel stations on entry to buildings.

They will continue to ask staff to present their ID Badge on entry to the building, including those staff in uniform. Please be ready to display your badge as you approach the entrance to help ease the process.



Staff are reminded of the need to ensure they observe social distancing measures, and that they apply alcohol gel to their hands when entering and exiting the building.

Please remember, our security colleagues are in place to help protect us and keep us safe.

Please be respectful and considerate and help them to help us.

Social Distancing – Remember to adhere to Maximum Occupancy

As part of the social distancing control measures in place, the maximum occupancy of rooms and offices should be displayed on the doors. Please check the occupancy limits on entry (including lifts) and do not breach the maximum number.

Managers should ensure that the number of chairs in an area does not exceed the maximum occupancy. Excess chairs should be removed from the area or taped off to avoid use.

For shared rooms, such as meeting rooms and rest areas, Managers should liaise with each other to ensure the risk assessed control measures are maintained.

Information relation to Social Distancing can be found [here](#). If you have any ideas to improve Social Distancing practice, please share with your line manager and email here: SDCommsGroup@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: 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](#)**