Daily update
(1 July 2021, 2.50pm)

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COVID Related Absence - Reminder

Symptoms
Any employee who is displaying COVID-19 symptoms must not attend work, inform their line management and book a test though the NHSGGC Staff Referral or NHS Inform. Current testing for this service is done at West Glasgow ACH for anyone who drives and is fit enough to attend.

It is extremely important that anyone who has symptoms and/or is awaiting a test result should not attend work until they have received confirmation that they do not have COVID-19.

Staff may also be asked to provide evidence to confirm the outcome of COVID-19 test results. This includes if they have been identified as a close contact by Test and Protect.

Close Contact (child)
The close contact needs to self-isolate for the 10-day isolation period even if:
- they have no COVID-19 symptoms; or
- they receive a negative test result.

If your child is unable to self-isolate alone, one adult should take the leading role in self-isolating with the child for the 10-day isolation period. For further information on self-isolation visit: **Test and Protect**

For staff members who must remain at home because their child has been told to self-isolate due to being a close contact and they do not have access to alternative childcare, the staff absence should be recorded as **SP - Coronavirus**.

If the child has COVID symptoms, the code on SSTS should be recorded as: **SP - Coronavirus – Household Related – Self Isolating.**

Please note that if a staff member can still work in some capacity each week (i.e. requests to start/finish work earlier or work less shifts) then this doesn't need to be recorded in SSTS. Only full weeks of special leave need to be logged.

If the child has no symptoms and is unwell with any illness that is non-COVID related, then normal leave provisions would apply, e.g. requesting annual, carers or parental leave.

SSTS Recording
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 you corporation with this.

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

Statutory/Mandatory Training- Important message

It is important that all staff complete the learning modules required of them.

Staff: For information, statutory/mandatory training modules on LearnPro can be accessed up to three months prior to your expiry date, enabling you to remain compliant.

Managers: Managers are encouraged to review the HR Notification issued by email on a monthly basis as this highlights those staff members who are non-compliant (Red), or due to re-take modules up to three months ahead of the renewal date (Amber).

Please monitor your staff to ensure they remain compliant with their statutory mandatory training requirements.

Phone call attacks: you are the best line of defence

Phone Call Attacks can be made via work or personal devices and bring potential disruption and distress. Non-profit company SANS provides expert advice in explaining these attacks and what you can do to detect and stop them. https://www.sans.org/newsletters/ouch/vishing/

The greatest defence you have against a phone call attack is yourself. Keep these things in mind:
- Anytime anyone calls you and creates a tremendous sense of urgency or pressure, be extremely suspicious. They are attempting to rush you into making a mistake. Even if the phone call seems OK at first, if it starts to feel strange, you can stop and say "no" at any time.
- Be especially wary of callers who insist that you purchase gift cards or prepaid debit cards.
- Never trust Caller ID. Scammers will often spoof the number, so it looks like it is coming from a legitimate organisation or has the same area code as your phone number.
- Never allow a caller to take temporary control of your computer or trick you into downloading software. This is how they can infect your computer or mobile device.
- Unless you placed the call, never give the other party information that they should already have. For example, if the bank called you, they shouldn't be asking for your account number.
- If you believe a phone call is an attack, simply hang up. If you want to confirm that the phone call was legitimate, go to the organisation's website (such as your bank) and call the customer support phone number directly yourself. That way, you really know who you are talking to.
- If a phone call is coming from someone you do not personally know, let the call go directly to voicemail. This way you can review unknown calls on your own time. Even better, on many phones you can enable this by default with the "Do Not Disturb" feature.

Scams and attacks over the phone are on the rise. You are the best defence at detecting and stopping them.

[Click here for more information.](#)

Your Hospital Live Arts Events

Your Live Arts Events have gone digital and are now online. As the artists and performers can't be with you at the moment, they have created a unique selection box of online screenings.

This bi-monthly Live Arts programme will be hosted on StaffNet so keep checking for all the latest performance information and remember to share with your patients, family and friends.

Social distancing is everyone's responsibility
Remember 2m distancing includes breaks and lunchtimes

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.