

Information for staff who have been shielding



Introduction

At the end of March, Scottish Government issued guidance that required you to start shielding at home for your own safety and where possible you were enabled to work from home.

With the current level of COVID-19 in the population, shielding has been paused and you are able to come back into the workplace.

We know that for some this will be a worrying time and you will not know what to expect. This guide will provide you with assurance that the organisation is a safe place to be.

The organisation during this time

Over the last six months the organisation has seen considerable changes. In mid-March we were instructed to pause all elective work and the hotel had to stop trading.

The following weeks saw considerable changes in the organisation with offices moving, wards being reinstated, the hotel being altered and new services being quickly established. We established different zones within the hospital and accepted a very small number of COVID patients requiring intensive care support, although this has since been stepped down.

In agreement with the Scottish Government, NHS Golden Jubilee is a COVID-lite site. While we are not directly admitting COVID patients, we are providing support to help NHS Scotland recover from the first wave of the pandemic by continuing to provide the 'critical to life' heart, lung and cancer services we have provided throughout the pandemic.

We are now actively working to deliver our recovery plan, which sees us restarting our elective programmes, continuing to provide cancer surgery for other Boards and will eventually see the hotel become operational again. This is all being delivered using newly developed patient pathways, to ensure the safety of both patients and staff.

Before your return

During the last few months you will have been in regular contact with your line manager, who will have been keeping you up to date with what's happening in your team/ department.

In advance of coming back, your line-manager will contact you to:

- complete a new risk assessment, identify any adjustments that need to be made and agree how these adjustments will be reviewed;
- talk to you about the rotas;
- tell you of any changes to work locations which might have occurred to accommodate physical distancing;
- agree the plan for your supported return to clinical / non-clinical practice; and
- discuss your annual leave and how you plan to take this to enable suitable breaks from work.

Coming back to the organisation

On your first day back, there are changes that have been made to the organisation, which will be immediately obvious.

Staff, contractors, patients and visitors must now wear face coverings when entering and moving about the site, with clinical staff required to wear a fluid resistant surgical mask for the duration of their shift except while eating and drinking. Non-clinical visitors to clinical areas must also wear a fluid resistant surgical mask for the duration of the visit to that area.

Safety Stations have been set up with alcohol based hand rub and disposable masks for staff, contractors, patients and visitors who do not have their own face covering.

Staff should not congregate in public areas and a one-way system is being put in place throughout the site to remind everyone to **keep left, keep moving, keep safe**.

Physical distancing of two metres is required at all times with the exception of clinical staff working with patients.

Hospital and Hotel reception areas and the Golden Bistro restaurant have had screens installed to protect the staff. Lifts have maximum capacities indicated on them, and where possible staff are encouraged to use the stairs.

You might also note that some colleagues or teams have moved as a result of the need to re-open wards 4 East and 4 West and to support departments to meet physical distancing requirements.

Changes to your work area

The safety of all staff is paramount to us. Over the last few months, we have undertaken an exercise to risk assess every work/ rest area to ensure that physical distancing is adhered to. This has meant that various solutions have been found including reviewing rotas, staggering breaks, reviewing working practices and reviewing work areas.

Prior to your return to work, your line manager will notify and discuss with you any changes that impact directly on you. and on your return your line manager will discuss these with you.

When in your workplace the following now applies:

- All staff must wear a face covering to enter and move about the building including in lifts, corridors, stairwells, Café Latte, Golden Bistro and the hospital shop. Face coverings can be removed only when eating/drinking in the Golden Bistro dining room.
- Clinical staff should continue to wear a fluid resistant surgical mask at all times throughout your shift, not just when you're less than two metres away from a patient. The mask can be removed and replaced as necessary (e.g. if it becomes contaminated, damaged or moist), washing your hands before the mask is removed.
- Face coverings are not required in shared offices/work spaces, changing areas or while eating/drinking in the Golden Bistro dining room as long as strict physical distancing and hygiene requirements are adhered to.
- Where chairs/ tables have been separated to ensure physical distancing, these must not be moved together again regardless of whether this is in a work or rest location.

The COVID Hub on Staffnet has the latest up to date information and guidance:

<http://jubileestaffnet/index.php/departments/infection-control/covid-19>

Your health and wellbeing

During these unprecedented and challenging times we want to encourage everyone to stay safe and healthy and this means taking care of both your physical and mental health. A number of resources can be accessed from both the workplace or home:

- **COVID Hub on Staffnet:**
<http://jubileestaffnet/index.php/departments/infection-control/covid-19>
- **HR Connect:**
<https://www.nhsnational-hr.scot.nhs.uk/about/NHS-Golden-Jubilee/>
- **Staff COVID page on the Board website:**
<https://www.nhsgoldenjubilee.co.uk/working-us/supporting-our-staff/coronavirus-covid-19-staff-information-1>
- **National Wellbeing Hub:** www.promis.scot
- **Occupational Health Department**

If you have any concerns or issues following your return to work, you should discuss these with your line manager in the first instance.