

# Core brief

**Message from Jane Grant, Chief Executive  
(14 April 2020, 5.00pm)**

As we enter the fourth week of 'lockdown' in Scotland, I wanted to say a word of thanks to colleagues who have set up their workplace in their homes.

You may now be quite accustomed to working from home and I appreciate that this has brought about huge change to both your home and working lives.

The Core Brief issued today includes new guidance on home working. It is really important that you familiarise yourselves with this as it has some very important information for your safety and wellbeing.

Often when staff work from home it can be easy to work harder and for longer. It is important to take breaks, get away from your desks at lunchtime and keep hydrated. You also need to make sure you don't feel isolated, so take the opportunity to speak to colleagues when you can, rather than just emailing one another.

This is a new kind of normal for those of you home working and it is important to support each other during this difficult time. I really appreciate the change many of you have made to enable you to observe the national guidance and work from home; you have done so well and adapted quickly.

Thank you.