

Core brief

Daily update

(16 December 2021, 4.30pm)

Topics in this Core Brief:

- Care Home Visiting
- Microsoft 365 features
- One year of testing: NHSGGC testing lab marks first anniversary in fight against COVID
- Physical Distancing Audits

Care Home Visiting

We want to reiterate the important impact meaningful contact and socialising with family and friends has on health and wellbeing. Care homes will continue to use the protective measures outlined to facilitate and support residents to meet in person with their family and friends. Anyone visiting a Care Home, family and friends (including children) and visiting professionals should undertake an LFD test prior to every visit. In line with the recommendation for the general public, indoor visits should be limited to no more than two households meeting with a resident at one time inside the care home.

It is still the expectation that visiting should have increased from the minimum of twice weekly, to more normalised visiting and duration of visits should not be limited if safe practices can be maintained. If an outbreak is suspected or has been declared, the local Health Protection Team's (HPT) will advise on whether named visitors can be facilitated.

We currently consider symptom awareness, testing, correct use of personal protective equipment (PPE) and fluid resistant surgical face masks for all visitors (as appropriate), hand hygiene, increased ventilation and the IPC measures as detailed in the winter respiratory guidance to be effective at minimising the risk of Covid transmission. This means that gifts, do not need to be wiped down or isolated, decorations can be hung and residents can spend quality time with family and friends, during the festive period, as long as excellent hand hygiene practice is followed. The exception to this is where there is an outbreak in the home, limitations on visiting will apply as per local HPT's considerations based on the Public Health Scotland's adult care home settings guidance.

Full guidance can be found here:

<https://publichealthscotland.scot/publications/covid-19-information-and-guidance-for-care-home-settings-adults-and-older-people/covid-19-information-and-guidance-for-care-home-settings-adults-and-older-people-version-24/>

<https://www.gov.scot/publications/coronavirus-covid-19-minimising-the-risk-over-winter-letter-to-care-home-sector/>

Microsoft 365 features

Large numbers of staff have migrated to Microsoft 365 (M365) in recent months, and we wanted to highlight some key features. There are some great functions that everyone can use to ensure emails are accessible and promote inclusion:

- Type font Arial, size 14 (or 12 as a minimum), is recommended for everyone as the most accessible format for written communication. To change this for all email composition, go to Settings - Email – Compose and Reply
- Using the Accessibility menu, in Settings at the top right of the screen, you can select to ask senders to ensure content sent is in an accessible format
- The Immersive Reader is the built-in tool of M365 to help improve some aspects of accessibility e.g. line spacing, hear the text read out loud, focus on just a few lines at a time, translate to another language. To access, highlight the text, right click and select 'Open Selection in Immersive Reader'

(Please note the Immersive Reader tool is only available to use with Outlook emails, Word and 'posts' in Teams - access via the Web version of M365, not the Desktop app)

- Use the Settings function to change the way in which the information on screen is viewed, including contrast options, Focused Inbox view and changing the Display Density (which changes the number of emails seen in a list).

For further information on utilising various accessibility functions to support in the areas of Vision, Hearing, Neurodiversity, Learning, Mobility and Mental Health, click on the link:

[Microsoft Office Accessibility | Microsoft Accessibility](#)

Please note that information on the external webpage has not yet been customised for NHSScotland, but includes useful support links from Microsoft. Further content will be developed on this page so please check back for updates.

Also check out the NHSScotland M365 Champions Team to see hints, tips and troubleshooting issues. For further information and support within NHSGGC, please contact the eHealth helpdesk in the first instance.

One year of testing: NHSGGC testing lab marks first anniversary in fight against COVID

NHSGGC Virology are marking 12 months since they joined in the fight against COVID.

The NHSScotland Regional Laboratory (West), situated within the Gartnavel Hospital Campus, has processed 1,344,368 samples in its first 12 months. The team are working hard ahead of an anticipated uptake in demand as a result of the emergence of the Omicron variant.

Since its commissioning last December, it has been working seven days a week, and by mid-January it was operating 24 hours a day Monday-Friday and 8am-8pm Saturday and Sunday, with the capability of switching to 24-7 testing if required.

The lab, which now has some 80 staff, processes an average of 32,000 samples a week.

Humza Yousaf MSP, Cabinet Secretary for Health and Social Care, said: "I would like to thank all the staff at the West COVID Testing Hub in NHS Greater Glasgow and Clyde for their vital work over the past year. We owe them a huge debt of gratitude for their commitment and dedication as they deal with rising numbers of cases as a result of Omicron.

"The importance of testing has never been more crucial in our efforts to keep levels of transmission under control and the role they play is vital in shaping our response to the pandemic."

(staff pictured below)



Physical Distancing Audits

The Physical Distancing Webropol audits are underway across NHSGGC. To date over 340 have been conducted. Unique links for each Directorate and HSCP have been issued to local Senior Management Teams. If you have not received this link please contact your line management in order to complete the audit for your area.

The aim is to achieve a similar number of audits as completed previously which was 1100.

Thank you from the Physical Distancing Operations Group.

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/lfd-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](#)