**Daily update
(25 March 2021, 4.05pm)**

Topics in this Core Brief:
- Gender reassignment policy update
- Office 365 and teams
- HR COVID Support Team - SSTS COVID Absence reminder
- Message from Health and Safety – Ventilation and air conditioning during COVID-19

**Gender Reassignment Policy update**
NHSGGC has amended and updated the Gender Reassignment Policy and it is important that all staff are aware of the changes and how they may impact on work roles.

The update includes new direction regarding the placement of trans patients in same sex wards, underpinned by guidance from the Equality and Human Rights Commission.

The policy also includes updates that will help NHS staff better understand legal considerations in relation to disclosure of gender identity and the safeguards in place for trans and other service users.

**O365 and Teams**
As NHSGGC continues to develop its use of Office 365 there are a number of important resources available to staff to help with the functions and applications within O365 including Outlook, Sharepoint & Teams. MS Teams is quickly becoming a regular platform for calls and messaging between staff. There are some important rules to follow and things to consider when using Teams to ensure we are using the app securely and appropriately.

1. Please ensure any Team names are business like and appropriate and are prefixed with GGC.
2. Privacy settings for Teams should be set to Private and only set to Public as an exception. Instructions on how to make your team private can be found here: Public to Private Team
3. All messages posted on Teams Chat should be professional and courteous.
4. Any information put on a Teams Chat can be requested under Freedom of Information or Data Protection Legislation.
5. Any Teams no longer in use should be deleted by the Team Owner.

The online O365 Knowledge Centre contains documents, user guides and polices as well as details of training sessions available to all NHS staff. The online Knowledge Centre can be found here: Office365KnowledgeCentre . Should you have any questions or concerns about O365 or any Information Governance issues please get in touch with the Team, email: data.protection@ggc.scot.nhs.uk

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**SSTS COVID Absence – Reminder**
If you are responsible for updating SSTS please update the system 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 cooperation with this.
Any questions, support or guidance on anything mentioned above please do not hesitate to contact the team by email: staff.covid19@ggc.scot.nhs.uk.

**COVID-19 vaccine information videos are now available in a variety of languages**
We have produced videos in a number of languages aimed at encouraging the uptake of the vaccine in communities where this is likely to be low.

They are in line with Scottish Government information and are tailored to reflect the specific concerns raised.

The videos have already been shared widely via community networks and our social media channels.

Please use and share these links where possible.

**Information on COVID-19 Vaccination**

Urdu

English

Hindi

Bengali

Romanian

Slovakian

Romani

Thank you to all the staff and community members who have given their time to help us produce these videos.

For further information on any of the above, please contact the Equality & Human Rights Team on equality@ggc.scot.nhs.uk

**Message from Health and Safety - Ventilation and air conditioning during the COVID-19**
Good ventilation can help reduce the risk of spreading coronavirus

Where no mechanical ventilation is provided, natural ventilation can be gained through opening windows doors or vents (remember that fire doors should never be propped open).

Work areas without mechanical ventilation should be aired as often as possible.

Remember:

- Identify poorly ventilated areas within your department (look for areas where there is **no** mechanical ventilation or **no** natural ventilation, such as opening windows and vents etc.)

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- Check that any mechanical ventilation is working correctly - liaise with Estates Department

- Identify areas that feel "stuffy" or smell badly

- Certain units/wards may require specialist input regarding specific information/guidance on required "Air changes" within an area - liaise with Infection Control

- Check that ventilation grilles are clean and free from dust and debris.

If you have any concerns regarding the functioning of ventilation or air conditioning within your work area, please forward your concern to: corporate.complianceteam@ggc.scot.nhs.uk

The use of fans within clinical areas should continue to follow the guidance previously issued by Health Protection Scotland.

Your local Health and Safety Practitioner is also available to talk through any issues regarding ventilation within the workplace where required.

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.***

**Are your contact details up-to-date? Click here to check**