

# Core brief

## Daily update

(23 November 2020, 3.25pm)

Topics in this Core Brief:

- Update: University of Oxford and AstraZeneca vaccine trial
- Managing COVID positive staff and staff contacts
- Christmas and New Year pay arrangements
- Therapists' work "packs" a punch

**DAILY REMINDER: DAILY REMINDER: Don't Spread the Virus at Work or Home. Don't share personal items such as your mobile phone, hairbrush or other cosmetic items. Also, please don't share dishes, cups and cutlery.**

## Update: University of Oxford and AstraZeneca vaccine trial

As you've likely seen in the news today, the vaccine trial led by the University of Oxford and AstraZeneca has been found to be 70% effective in stopping people from developing COVID-19 symptoms. Excitingly, tests on two different dose regimes show that that the vaccine could be 90% effective if the vaccine is administered at a half dose and then at a full dose, rather than 62% effective if administered in two full doses.

This research breakthrough was made possible by the hundreds of NHSGGC staff who volunteered to take part and we thank them for their ongoing participation. More than 20,000 volunteers were involved in the trial, half based in the UK. As soon as a vaccine is approved by the regulators, there will be a process to make sure people on the clinical trial in the control arm are included in the overall roll-out.

Following on from the Pfizer and Moderna vaccine trials, the Oxford vaccine is seen to be cheaper and easier to store. The regulators will now review the safety, effectiveness and manufacturing data in the coming weeks.

## Managing COVID positive staff and staff contacts

With the numbers of COVID-19 cases and admissions rising, it is vital that staff respond quickly to any personal symptoms that could be linked to the virus. The guidance for managers when a staff member tests positive for COVID-19 has been updated to include guidance on DATIX Reporting

Member of staff notifies manager of a positive result

Manager confirms with staff member:

- The date when symptoms started **or** the date of positive test if asymptomatic.
- Did they have close contact with other staff members/colleagues when not wearing PPE within the infectious period?

**For staff who are symptomatic this is the period of 48 hours before the onset of symptoms and up to 10 days after**

or

**For staff who are asymptomatic this is the period of 48 hours before the date of the positive test and up to 10 days after**

### **Close contact definition is:**

A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:

- Being coughed on
  - Having a face-to-face conversation within one metre for more than one minute
  - Skin to skin physical contact, or
  - Contact within one metre for one minute or longer without face to face contact (i.e sitting side by side or back to back)
- A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
  - A person who has travelled in a small vehicle (i.e. car sharing)

Any staff member who has been identified or **identifies themselves** as a close contact should be notified and sent home **immediately** to isolate while awaiting further assessment and advice by Occupational Health.

Manager to commence the contact tracing process as per Occupational Health Guidance above, complete the [contact tracing form for managers](#) and email the completed contact tracing list to [occhealth@ggc.scot.nhs.uk](mailto:occhealth@ggc.scot.nhs.uk)

Managers should continue to report incidents and near misses via the [DATIX reporting system](#). For COVID related reporting, please refer to the [Guidance on DATIX Reporting-COVID-19](#) for a step by step guide.

## Christmas and New Year pay arrangements

We know that many colleagues are working overtime in the bid to respond to the COVID-19 situation and we are grateful to everyone for their efforts. It is important to ensure that unsocial hours or overtime are paid to staff promptly and would ask managers and staff to work together to ensure that shift information is recorded and authorised accurately and in a timely way on SSTS – particularly given the earlier pay arrangements detailed below.

### Monthly Paid Staff

In keeping with previous years, the December monthly pay date has been brought forward to **Wednesday 23 December 2020**.

The January monthly pay date has also been brought forward to **Wednesday 27 January 2021** so that staff are not waiting more than five weeks between pays.

Given the earlier payroll closures associated with these pay dates, please note the following revised submission dates for monthly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
9	Thursday 31 Dec	Monday 7 Dec	By 5pm on Thursday 17 Dec	By 5pm Monday 7 Dec	By 5pm Tuesday 8 Dec	By 5pm Friday 11 Dec
10	Sunday 31 Jan	Monday 11 Jan	By 5pm Thursday 21 Jan	By 5pm Monday 11 Jan	By 5pm Tuesday 12 Jan	By 5pm Friday 15 Jan

### Weekly Paid Staff

In keeping with previous years, weekly paid staff will be paid three weekly wages on **Friday 18 December 2020**, and then paid for the first time in January on **Friday 8 January 2021**.

Given the earlier payroll closures associated with this dates, please note the following revised submission dates for weekly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
37	Sun 13 Dec	Friday 11 Dec	By 5pm Tuesday 15 Dec	By 1pm Monday 14 Dec	By 1pm Monday 14 Dec	By 5pm Friday 11 Dec
38	Sun 20 Dec					
39	Sun 27 Dec					

### Important Points

To try to make sure that staff are paid correctly, please ensure that all Payroll, Expenses, SSTS and eESS information is submitted and authorised timeously over this busy period.

If multiple months of paper expense claims are submitted in December, then only the current month can be paid due to the earlier payroll closures.

## Therapists' work 'packs' a punch

Today we are highlighting the work of a group of OTs from the Renfrewshire Learning Disability Service who have been looking at different ways of supporting their clients during COVID-19.

They developed a home activity pack in response to the pandemic and the effect this had on the daily lives of clients with a Learning Disability (LD) as well as their families and carers.

Pauline Kean is an OT based in Renfrewshire Learning Disability Service said: "In a lot of situations, people with a learning disability are being cared for by their family and care staff. Daily routines, participation in daily activities, social interaction and attending activities which are meaningful for clients had to be reduced or removed.

"During lockdown, this has been impacted significantly, with disruption to day centres and respite care services. Not having the same access to these vital services has added pressure and strains on many families. We as OTs knew we had to respond to this and have changed the way we work with patients."

The home activity pack has been distributed widely amongst health/social work and care colleagues within the NHSGGC, Renfrewshire Council and integrated learning disability service within Renfrewshire as well as third sector organisations who provide care to clients in the region.

The work of Pauline and her colleagues will be highlighted on BBC Reporting Scotland tonight at 6.30pm. Tune in if you can.



Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsggc.org.uk/covid19](http://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](mailto: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**