

Here is the brief for Wednesday 27 October 2021.

**Does someone in your household have COVID-19 symptoms?** If someone in your household has any of the three classic\* symptoms of COVID-19 they need to arrange a PCR test as quickly as possible – and they are eligible to [use the staff testing programme](#). As health & social care staff, you can book a PCR test at the same time as your symptomatic household member but you must still isolate whilst waiting for the results. While awaiting test results, all members of the household (including you) should isolate. A negative LFD test result is not sufficient for health & social care staff to return to work in these circumstances. If the PCR test result is negative, all household members can return to life as normal. If the result is positive, health & social care staff can be exempted from self-isolation and return to work, provided they meet certain criteria. Details on this were shared in Monday's brief (25 October). If you do not have a copy of this, [all briefs are added to the NHS Grampian website via this link](#).

**When do I self-isolate?** Following on from Monday's brief, we would like to clarify that you are required to self-isolate in ALL of the following situations:

- You have any of the three classic symptoms\* of COVID-19. You must arrange a PCR test and may only return to work once a negative result is confirmed
- You have tested positive for COVID-19
- You have someone in your household who has symptoms (and see above)
- You have been instructed by Test & Protect to self-isolate
- You know you are a close contact of a someone who has tested positive (either LFD or PCR test), even if you have not yet been contacted by Test & Protect.
- You are quarantining after returning from a Red list country.

[More information on all of these scenarios is available in the HR Q&A.](#)

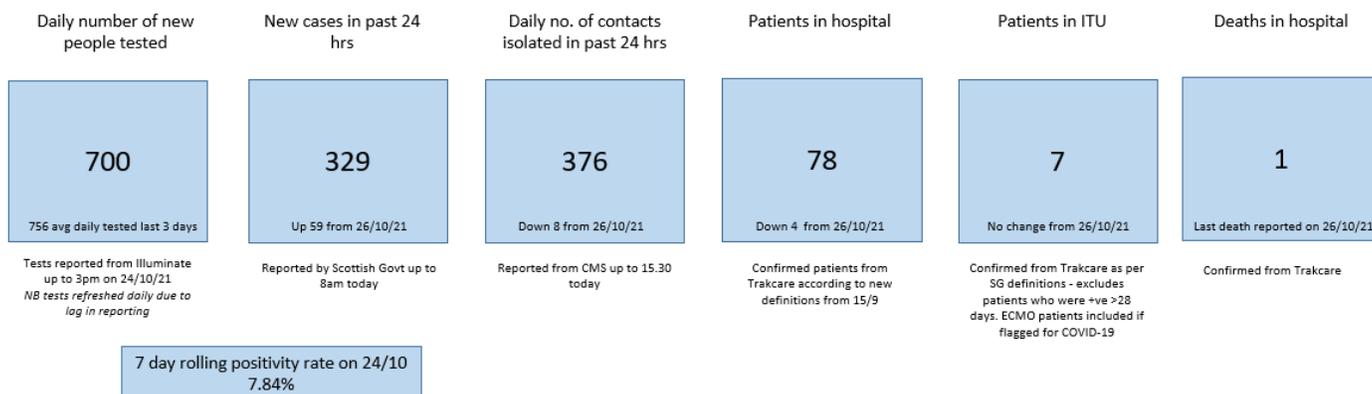
\*The three classic symptoms of COVID-19 are:

- Loss in sense of taste or smell
- A new, continuous, cough. This means coughing for longer than an hour, or 3 of more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual.
- A high temperature/fever - that is, above 38C

**iMatter team reports** All managers have now received their iMatter team reports and should be working towards creating their iMatter action plan with their teams. iMatter was designed as an opportunity to reflect on our experiences at work as a team and identify achievable actions for improvement. If a team completed the questionnaire electronically their action plan should be created on the system by **12noon on 16 November**. If there were paper questionnaires within a team their action plan should be created on the system by **12noon on 29 November**. Managers have received automated reminders from the system which includes the deadline date for their team. There is a manager's resource online which provides guidance for each stage of the iMatter process, including how to take forward action planning with your team. [This is available to view on the HR section of the intranet \(networked devices only\).](#)

If you are a manager and have any queries, require support with creating an iMatter action plan, or recording it on the system, please email [gram.imatter@nhs.scot](mailto:gram.imatter@nhs.scot).

**Grampian data** The local update for today is shown below.



[The Public Health Scotland daily dashboard is available to view via this link.](#)

**Performance Appraisal Skills for Managers and Reviewers** Taking the time... Teams are really busy just now and finding the precious time for appraisal and personal development planning (amongst your many other priorities) is a real challenge. We in Learning & Development want to help you make best use of this opportunity, which is in effect "care planning, supporting well-being and development for staff". We are willing to attend your team meetings, share tips and knowledge on 1-1 basis and discuss with you how best we can help. [New courses on Performance Appraisal skills are now available to book on Turas Learn](#). A short video on how to navigate Turas Appraisal will also be made available shortly on the same page. Please "take the time" and let us know how we can help. For any queries, please contact us on [gram.learningdevelopment@nhs.scot](mailto:gram.learningdevelopment@nhs.scot)

**Quality & Safety in Healthcare – poster contest** Although this year's event had to be postponed, we did have a large amount of poster presentation entries. [These can be viewed here](#). Following judging, there were three winners and two highly commended, [full details on the winners and a message from the judges is available here](#) (intranet link, networked devices only)

### We Care Wellbeing Wednesday

**Sleep and Wellbeing** Following on from the guidance released yesterday on sleep from the National Wellbeing Hub and Sleepio we just wished to share a few more resources that may be useful for supporting good sleep. There are a number of free apps available to support managing stress and sleep.

Sleepio – Digital sleep improvement program to aid better sleep

Calm – Sleep and stress management with relaxation sounds and exercises

Mindshift – strategies for anxiety and sleep with relaxation

If you have difficulty getting to sleep and would like to find out more, please visit:

[Grampian Self-Help Guides](#)

[National Wellbeing Hub](#)

[My Healthy Workplace](#)

[Sleep Scotland](#)

For sleep problems please contact your GP. If your sleep problems are impacting on your work please contact the Counselling & Wellbeing Hub via Go Health Services OHS by calling 01224 555749 or visiting [GO Health Services OHS \(nhsgrampian.org\)](http://nhsgrampian.org).

**News from the Chaplaincy Department** The chaplaincy team in NHS Grampian have continued to work across all the main hospitals throughout the pandemic. Chaplains are here to support staff during these challenging times; they are independent of any line management structures and can listen, comfort, facilitate reflection and anything shared is confidential. Support can be offered in person, over the telephone or by a virtual meeting. When we care for others, our own health matters so it's important that we look after ourselves. We know it's difficult to get away from the desk or ward or clinic to take a proper break but we encourage staff to do that. Even just getting outside for five or ten minutes to breathe fresh air and clear your head a bit can make a big difference.

Contact details for all the chaplains are available on the NHS Grampian Intranet > Departments > Spiritual Care > Contacting the Chaplains or by calling 01224 553316 or emailing [gram.chaplaincy@nhs.scot](mailto:gram.chaplaincy@nhs.scot). Chaplains can be contacted during usual working hours Monday to Friday, ie 08.30-16.30 but there is a chaplain on call 24/7 who can be reached by calling the switchboard and asking for the on-call chaplain to be paged.

Feedback - As always we would love to hear any feedback and ideas via email [gram.wecare@nhs.scot](mailto:gram.wecare@nhs.scot) or via [this anonymous form](#).

**Reminder to complete the staff travel survey** Have you had a chance to complete the staff travel survey? It closes this Saturday (30 October). By taking part, you are providing us with valuable data which we will use to continue to improve this support, helping the shift towards healthier and more sustainable travel choices. [Please click here to begin the survey and to enter a £50 voucher prize draw](#). If you have any questions about the project, please contact the Sustrans Workplace Engagement Officer Katrina Schofield via [katrina.schofield@sustrans.org.uk](mailto:katrina.schofield@sustrans.org.uk) or visit [Get About](#) for more information on active and sustainable travel. Thank you!

**Tune for the day** Claire Lumsden has selected today's tune – [I Am Light by India Arie](#). Hopefully this provides you with a few minutes of calm and reflection at the end (or start) of your working day.

If you want to request a song for tune of the day, follow up on items included in this brief, or suggest an item for sharing, drop us an email via [gram.communications@nhs.scot](mailto:gram.communications@nhs.scot)