

## Latest Coronavirus update – important information on our ways of working

8 July 2020



Last week we shared important information on what our ways of working might look like in the short to medium term and provided information on what this means for staff who have been asked to return to the office by their line manager. You can review this, and the actions you need to take if you fall into this group, on [HR Connect](#).

In this email, we share further information and guidance for those staff who will continue to work from home. Please remember: working from home where it is possible to do so remains our default position.

**If you will continue to work from home, please read this email carefully and in full.**

We recognise that working from home is a shift for many of you, and that extra guidance might be helpful. Please read the employee guidance available on [HR Connect](#) - it outlines the recommended Display Screen Equipment (DSE) working at home set up guidance and will help identify any additional resources or requirements currently available to further support you when working at home.

Once you have read this guidance you should complete the online Display Screen Equipment working at home self-assessment available on [HR Connect](#). The self-assessment itself takes around 10 minutes to complete.

Reading the guidance and completing the self-assessment will enable you to have a discussion with your line manager about your working environment and any additional support you might need while working from home. You may also wish to read the site assessment for your usual NSS location for information, once it becomes available on [HR Connect](#).

In addition to guidance on setting up your workspace, there is also a wealth of information available on HR Connect to support your health and wellbeing. This is added to regularly, so please look out for further updates.

**If you have any questions regarding this information, please ask your line manager in the first instance.** Answers to Frequently Asked Questions are available on HR Connect, and these will be updated regularly.

### ACTIONS FOR LINE MANAGERS

All line managers need to carefully read through the Line Manager guidance about DSE working at home on [HR Connect](#). There is a DSE working at home self-assessment process map available on [HR Connect](#) to ensure that line managers accurately follow the required processes to enable staff to access any required support. Line Managers can access support from across the HR and workforce development teams via the Contact Us section on HR Connect.

If you are a line manager of a new member of staff (who joined after 16 June) please make sure they receive a copy of this important information and any following emails from [nss.communications@nhs.net](mailto:nss.communications@nhs.net) – due to the Microsoft Office 365 migration new staff cannot be added to existing distribution lists and we want to make sure no one misses any important guidance.

### **Important reminder**

Decisions on which staff are needed to return to NSS locations are taken at an SBU level. If you fall into this group (staffing group 2 as outlined in [our previous message](#)) your line manager should have already discussed this with you. Colleagues should only be preparing to return to NSS locations if they have been asked to do so by their line manager, and they have completed the necessary risk assessments.

We know that working from home is different for many of us, and that it brings both challenges and potential opportunities. Please make sure you access all the support available to you, continue to support your colleagues so that nobody feels isolated, and be kind to yourselves and each other.

Stay safe.

Colin Sinclair  
Chief Executive

Ian Cant  
Employee Director

### **Where to go for help and useful information**

- **COVID-19 symptoms and how to manage them:** [NHSInform](#) (available in [BSL](#) and a variety of languages)
- **HR or staff-related questions and support** - [HR Connect Coronavirus Hub](#)
- **IT-related questions and support** – visit DaS Knowledge base and more <https://nhsnss.service-now.com/das>. If accessing from an external internet connection your login details should be in the format of [networkID@nss.scot.nhs.uk](#) (ie [kyliem01@nss.scot.nhs.uk](#)) and then your network password
- **Travel info and updates:** [Traveline](#)
- **Communications queries** - [nss.communications@nhs.net](mailto:nss.communications@nhs.net)



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