## Version history

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<th>Version</th>
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<tr>
<td>V.1</td>
<td>17/04/20</td>
<td>Creation of document</td>
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<tr>
<td>V1.1</td>
<td>19/05/20</td>
<td>Updated case definition information in measures to protect staff at increased risk of severe illness section</td>
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Important information for all staff working Social or Community Care and Residential Settings:

Information and Guidance on COVID-19 Social or Community Care and Residential Settings, including PPE requirements, can be found on the HPS website at the following link.

Staff responsibilities to prevent spread of COVID-19

Staff who come into contact with a COVID-19 individual while not wearing PPE can remain at work. This is because in most instances this will be a short-lived exposure, unlike exposure in a household setting that is ongoing. These are guiding principles and there should be an individual risk assessment based on staff circumstances, for example staff who are vulnerable should be carefully assessed when assigning duties, and where a possible or confirmed COVID-19 case is present in a facility, efforts should be made to cohort staff caring for that person. Further guidance can be found in the link above.

For staff who have COVID-19 symptoms, they should:

- Not attend work if they develop symptoms.
- Notify their line manager immediately.
- Self-isolate for 7 days, following the advice for household isolation on NHS Inform.

Measures to protect staff at increased risk of severe illness

All staff should be vigilant for respiratory symptoms during the incubation period which can be up to 14 days following last exposure to a possible/confirmed case of COVID-19 and should not come to work if they have a fever, continuous cough or loss of/ change in sense of smell or taste. If they develop symptoms they should stay at home and seek advice from NHS Inform or occupational health department as per the local policy. During this period, symptomatic staff and their household members should follow the ‘stay at home’ advice on NHS Inform.

Stay at home guidance for households with possible COVID-19 should be followed by people with symptoms and their household contacts to reduce the community spread of COVID-19. This means that anyone who has symptoms of COVID-19 and anyone else living in the same household should follow ‘stay at home’ advice on NHS Inform.

Staff with underlying health conditions that put them at increased risk of severe illness from COVID-19, including those who are immunosuppressed, should not provide direct care to individuals with possible or confirmed COVID-19. Staff who think they may be at increased risk should seek advice from their line manager or local Occupational Health service. Pregnant staff should also seek advice from their line manager or local Occupational Health service. Information for at risk or pregnant healthcare workers can be found in Guidance for NHS Scotland workforce Staff and Managers on Coronavirus.
Shielding is a measure to protect people, including children, who are extremely vulnerable to severe illness from COVID-19 because of certain underlying health conditions. The aim of shielding is to minimise interaction between these individuals and others to protect them from coming into contact with the virus that causes COVID-19. People with these serious underlying health conditions are strongly advised to rigorously follow shielding measures in order to keep themselves safe. Further information, including the list of underlying health conditions that make people extremely vulnerable, is available on the NHS Inform website.

I'm not sure if I fall into one of the more vulnerable groups. What should I do?

If you have an underlying health condition or take medicines regularly but you're not sure whether or not you fall into one of the more vulnerable groups, you should call your GP practice and say you want advice about your underlying condition or your medicines.

People who are considered to be extremely vulnerable to severe illness will receive a letter giving them further advice, but if you remain unsure, contact your GP.

Testing for COVID-19 infection to enable key workers to return to work

The Scottish Government have produced guidance for NHS Boards in relation to the testing of key health and social care workers for COVID-19 infection to enable them to return to work. Further information can be found here.