

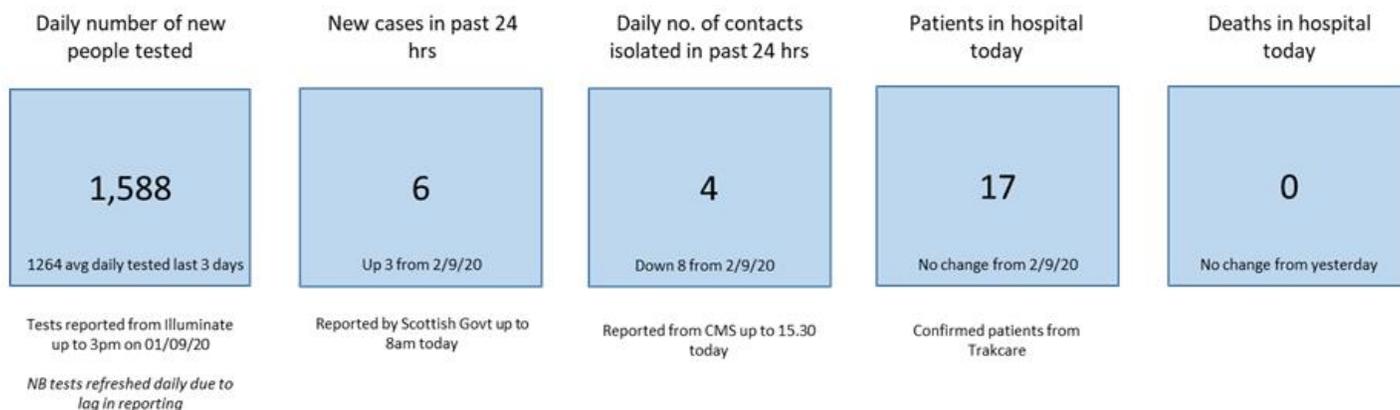
COVID-19 Brief

coronavirus



Here is the brief for Thursday 3 September 2020. Please ensure that you share this brief with colleagues and staff who do not have access to email, especially if they are self-isolating, otherwise working from home or do not have ready access to a PC. Briefs are shared on our dedicated website covid19.nhsgrampian.org which is updated continuously.

Grampian update The most up-to-date Grampian data about COVID-19 new cases, contacts and care in Grampian hospitals is shown below. The national data is now being provided by Public Health Scotland. You can view that [here](#).



O365 email – now live As the migration process enters the latter stages, the majority of you should now be fully operational on the new email system. A good source of quick 'How to' guides and crib sheets are available via the [Office 365 SharePoint site](#) where you may find an immediate answer to your question. Alternately, posing your question on [\[GRAM DIGITAL CHAMPIONS\]](#) the Digital Champions Team may also get you a more immediate response.

In order to ensure urgent non-migration calls still have a direct path through to the service desk, staff are requested to use the [service desk portal](#) as the first choice when logging calls.

The main themes now coming through the support routes are:

- Access to shared mailboxes - Staff will need to be set up as delegates if they are to have access to the mailboxes. In the new email, delegate access can only be done via the service desk. Logging the call via the [service desk portal](#) specifying the address of the shared mailbox and addresses of the required delegates will be the most efficient route for access to be set up.
- Not seeing all emails/folders – If you have received your 'congratulations you have migrated' email from NHS Scotland, all folders and email should be visible in the **outlook web version**. Please note Outlook 2013/Outlook 2016 may still take a period of time after migration for your outlook profile to repopulate.
- Accessing from mobile phones – To access via a mobile phone the Microsoft Outlook app needs to be downloaded from the app store (or Google play etc.). Once downloaded, the user will initially have to go through the same authentication process as they have done on their laptop.

Everyone Matters Pulse Survey As highlighted in yesterday's brief, this national survey is now live. Emails with links to the questionnaire were sent out earlier this week. If you have not received this email, please contact nhsq.imatter@nhs.net. If you normally complete the iMatter survey on paper, please speak to your manager. The survey will be open for responses until 5pm on 22 September.

PPE Donning & doffing training – new dates Training on the correct way to don and doff PPE is being provided via MS Teams – dates below. To book, just email gram-uhb.ipc-donn-doff-training@nhs.net.

Date	Time
Monday 7 September	11-11.45am
Thursday 10 September	11-11.45am
Monday 14 September	11-11.45am
Wednesday 16 September	11-11.45am
Tuesday 22 September	11-11.45am
Thursday 24 September	11-11.45am
Tuesday 29 September	11-11.45am

Preparatory Work to Consider Re-Opening the Foresterhill Staff Fitness Centre The NHS Grampian Sports Committee, in liaison with Infection Control and Public Health, are looking at the feasibility of re-opening the Foresterhill Staff Fitness Centre. Staff safety is our absolute priority. Work is at a preliminary stage and it is likely to be at least 2 weeks before we are in a position to consider re-opening. If we can re-open, this will be communicated through the COVID-19 Bulletin; thank-you for your patience! (Nigel Firth, Chair, NHS Grampian Sports Committee)

Thought for the day In more 'normal' times (whatever those were) a move to a new email system would have been all-consuming. Instead, we have had to take this development in our stride, and quickly adapt to a new system. It hasn't been completely straightforward – we experienced that first-hand yesterday when we tried to send out the brief – but then change seldom is. The email migration has thrown us from a state of unconscious competence (where performing a task is second nature and we can even multi-task) to a state of conscious incompetence (we don't understand how to carry out a task but we know we need to learn) overnight. This can be incredibly frustrating, especially for those of us who carry out a great deal of our daily work via email and JUST WANT TO ADD A SIGNATURE TO A NEW MESSAGE!

Ahem. As ever, we encourage you to draw a line under the frustrations of today, whatever they may have been, and get some rest ahead of a new working day tomorrow.

Question of the day Yesterday we asked what changes you have made, as a result of the pandemic, that you intend to make permanent? The response rate to this is lower than normal, so we intend to leave [this question](#) open for a further 24 hrs if you would like to respond, and we will share the results tomorrow.

Today we're going to try something a little bit different – and we want to thank **Ann Stewart**, a PA working in Aberdeenshire HSCP, for this suggestion. We are going to compile a Feelgood Friday playlist and we want you to suggest the songs which inspire you or lift you out of a frustration funk. To answer this question, click [here](#) or copy this link into your browser: <https://www.menti.com/a67oqbag6h>

Comments? Suggestions? If you have feedback about this brief or questions about the content please do not hesitate to get in touch via gram-uhb.staffquestions@nhs.net