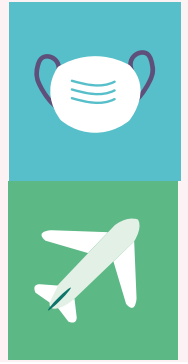


# COVID Reminder

## Keeping yourself and others safe!



The new Omicron variant of COVID 19 is raising anxieties for many. However, there are a number of simple steps we can all take to keep ourselves and others safe.



Firstly, we should all ensure we have received our Flu and COVID vaccines, where not medically exempt, and that we have taken steps to receive our booster when entitled. This one simple step improves your safety and that of others. Vaccine immunity declines over time and it is essential that people get a booster to stay protected.

If in doubt about how to get your vaccine or if you have questions then either:

Phone the national vaccination helpline on **0800 030 8013**

or visit [www.nhsinform.scot/flu-vaccine](http://www.nhsinform.scot/flu-vaccine)

If you are a health and social care worker then you can find out more and book your vaccine/booster here:

[Vaccinations for health and social care workers](#)

We know that vaccines are effective and that the risk of serious illness or infection is continuing to drop because of them. Remember that you may not receive a Blue letter for your booster so keep an eye on the NHS Inform website to find out when you are eligible. If you are struggling to navigate the appointment booking system do speak to your manager so see if they can help.



Secondly, remember the steps we have all taken to protect us so far. With new variants on the rise we need to keep following the simple steps that keep ourselves and each other safe both in work and in our personal lives.

## Remember:

- Wear a face covering in line with the current guidance
- Wash your hands regularly
- Keep your distance whenever possible and take other necessary precautions where not possible
- Ventilation is a further key mitigation against the spread of Covid
- Test regularly with lateral flow devices and on all occasions that you intend to mix socially with others. LFD tests are easy to access:  
[Coronavirus \(COVID-19\): Get a test if you do not have symptoms](#)
- Please report all results (whether positive, negative or void). All staff working in school can get test kits from schools and should get enough kits to test over the Christmas period and in the week before schools return. All other staff can collect kits from test centres and any local pharmacy for free
- Reporting results [online](#) has been made easier – if you have an account you can add others in your household to it and report your results within a couple of minutes.

## If you are in any doubt, unsure or feel unsafe you should:

- Speak with your line manager
- If you still have concerns, contact your HR or Health and Safety Team
- You can also seek advice and support from your Trade Union

Where you have an individual risk assessment in place make sure you work with your manager to ensure it is reviewed and kept up to date as necessary.

Your employer will be reviewing and implementing appropriate mitigations to help keep you safe. This will include reviewing risk assessments, ensuring safe systems of work are in place and supporting where appropriate colleagues to work from home. If in doubt please ask.



If you are contacted by Test and Protect, ensure you follow the advice given and update your line manager accordingly.



If you are planning to travel abroad please ensure you are aware of the latest advice which you will find at:

[www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/pages/overview/](http://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/pages/overview/)

You are required to undertake PCR tests on your return and the list of approved providers is available on [gov.uk](http://gov.uk)

Further information is also available at:

**What type of travel tests do you need to book? Get a coronavirus test – GOV.UK**

All staff considering or with pre-booked travel likely to be affected by quarantine arrangements should ensure that they discuss the potential situation with their line manager as soon as possible.

It is appreciated that the position around travel is uncertain at this time and advice may change. You are required to discuss annual leave or quarantine arrangements with your line manager, which may include working from home, annual leave or, in certain circumstances, unpaid leave.

We know that this continues to be a worrying time. If you are struggling with your mental health please don't feel alone - there are lots of people and organisations that can help. Remember "Don't Stay on Mute!"

If we all continue to work together, we can help slow the spread of the virus and protect our ability to spend time with loved ones in the coming weeks.

