

---

## Employee Newsletter

---



**Welcome to the all staff newsletter from the People and Organisational Development service.**

**We are keen to ensure the staff of NLC are aware of some key developments as we look to recover and maintain services during the ongoing COVID-19 pandemic.**

---

### Coping with COVID-19



**work well NL** It has been an unprecedented time as the COVID-19 pandemic has impacted each of us individually and collectively. NLC employees have been outstanding in their response, supporting each other in key services and showing flexibility and perseverance to get the job done.

As we look to recovery and are out and about more and schools and organisations start to re-open, this can be an exciting time for some and a worrying time for others.

We have a lot of resources to help so check out [workwellNL](#) for more information.

---

### myNL - for all employee information

Remember that myNL is your one-stop shop for all employee policies, guidance and forms. You can also get to all our other websites here including workwellNL and nLife. Click [here](#) for access.



Some of the most popular pages are shown below, with the relevant links to take you straight there:

[Returning to the workplace - employee guidance](#)

[Annual leave and public holiday arrangements](#)

## Safety and Wellbeing

[mySelf/myTeam/iTrent](#)

---

### Self-isolation period extended

With effect from the 30 July, all people who experience coronavirus symptoms or have a positive test result must now self-isolate for 10 days, which is an increase on previous advice of 7 days.



---

### Caring for children



The enhanced provision, up to a maximum of 20 working days special leave which was implemented at the beginning of the COVID-19 pandemic, will cease effective from 11<sup>th</sup> August 2020.

Employees who continue to require access to special leave for childcare should request this through the Special leave policy which can be found [here](#).

---

### Annual Leave and Travelling Abroad

Due to the complex and ever changing travel environment, in particular with relation to travel abroad, it has been agreed that further measures are required to ensure service delivery is maintained and all employees treated fairly and consistently with regards to annual leave and travel.



The below outlines the key steps and considerations you must take before booking annual leave abroad from now on.

- Previous advice remains for those who booked annual leave for a holiday abroad prior to the 8 June 2020, when the quarantine rules were instigated. Providing you can prove your booking prior to this date, Managers are encouraged to accommodate this request where possible and if employees can work from home, they should. If they are unable to work from home, they should be granted special leave for the quarantine period.
- For those who booked a holiday to Spain during the period of 20 to 26 July 2020, when the air-bridge existed, the same rules noted above apply.
- However, from Friday 7 August, anyone who books a holiday abroad will need to ensure with their manager that, if required, they can take an additional two weeks annual leave or unpaid leave if they need to quarantine on their return.
- Term time employees who do not have the ability to take additional annual leave will require to take unpaid leave.

- Managers will continue to have discretion to approve or reject annual leave requests based on the length of time required and in line with operational requirements.
- Please note if you book a holiday abroad, and the air bridge no longer exists by the time you are due to return, irrespective of when you booked the holiday, you will be required to take additional annual leave or unpaid leave to accommodate the quarantine period.

For more information related to annual leave provision and rules, click [here](#).

---

## Returning to the workplace - Extremely High Risk (Shielding)



From 1 August, the Scottish Government are advising people who have been shielding that they currently no longer need to do so. This means that in general, people who have been shielding can now follow the same advice as everyone else in Scotland and can return to the workplace if required to do so.

Managers should return shielding employees to the workplace using the same protocol for High Risk employees as outlined [here](#).

Each shielding employee must have an individual risk assessment carried out to ensure that the appropriate Health and Safety measures are in place to allow for their return.

---

## Returning to the Workplace - High Risk

### Pregnant Women

Advice from the Royal College of Obstetricians and Gynaecologists states that generally there is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at higher risk (clinically vulnerable) as a precaution.



Pregnant women should follow the latest government guidance on staying alert and safe ([social distancing](#)) and avoid anyone who has symptoms suggestive of coronavirus.

The exception to this is a pregnant women is in her third trimester (more than 28 weeks' pregnant) who should be particularly attentive to social distancing and should only be allowed in the workplace if this can be stringently adhered too.

Further guidance on what steps need to be taken in relation to all pregnant employees is contained [here](#)

### Black, Asian and Minority Ethnic (BAME) Employees

Growing evidence suggests that people of BAME origin are more at risk of COVID19 and therefore will be considered as being in higher risk group.

Where possible, and as detailed above for those in the higher risk group, BAME employees should be allowed to continue to work from home and where this is not possible, managers must ensure that they are able to comply with social distancing and all other health and safety measures required to ensure their safety and wellbeing in the workplace.

---

## Occupational Health Video Assessments



Throughout the pandemic occupational health have continued to provide support, in particular for COVID related referrals.

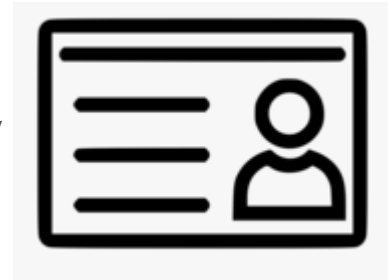
As with the other wellbeing provisions face to face appointments were not possible and all OH assessments were and still are conducted via telephone. However, with effect from Monday 10 August employees that are triaged as requiring to be assessed by an Occupational Health Physician will be offered a Video assessment.

If you are unable to participate in a video call, a telephone call will be offered. However, a face to face appointment may be arranged in exceptional circumstances. Further information on the video assessment process and the Occupational Health process in general can be found [here](#)

---

## Making the workplace COVID-19 secure

The gathering of contact information from council employees and visitors to council premises, in a secure and safe manner, will assist NHS Scotland's Test and Protect service to identify and contact individuals who may have been exposed to the virus, and request them to take appropriate steps to prevent the potential onward spread of the virus.



If you require to attend a building for any reason, please ensure you discuss this with your line manager in advance.

- Agree with your line manager what date and times you are attending the office.
  - If you are attending a building without a reception area, ensure you have a record of the date and time you attended and that you provide this to your line manager as well.
  - If you are attending a building with a reception, please follow the procedure detailed including providing your contact details in case they need to contact you.
  - If you are contacted by the test and protect service, please follow their advice and ensure you undertake the relevant steps to protect yourself and your family and colleagues.
-

---

## Home working risk assessments



The Safety and Wellbeing team have been working hard to ensure staff working from home have completed a DSE and home working risk assessment, which they can access via their mySelf account.

The ones completed to date have been picked up by Safety and Wellbeing and contact made with the relevant parties to ensure they have the correct equipment and any concerns raised have been addressed.

If you have still to complete the assessments, you can do so by logging onto your mySelf account. Your line manager will then be in touch to discuss the results with you.

Click [here](#) for a short guide on how to complete your questionnaires.

---

## Keep your personal details up-to-date

Just a reminder that you can keep your personal information up-to-date via [mySelf](#).

Just login and go to the personal tab at the top of the screen.

Here you can update your contact information, include personal email and personal phone number which is handy for your line manager to have in an emergency. You can also include a next of kin/emergency contact person and their information.

In this area you can also change your information, including your address, sensitive information and bank details. Any change to your address will automatically be updated to the Strathclyde Pension Fund Office so please ensure these details are correct.

Click [here](#) to login using your employee number and password.



---

## Frequently Asked Questions



The FAQ pages on myNL have been updated to include the most recent government advice. Please continue to review these to ensure you have the most up-to-date information.

They can be found [here](#).



**Contact the People Helpdesk by  
calling 01698 403 151 or [email us](#) on**

[ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)