BHT COVID-19
Daily briefing – 26/03/2020

All managers please make sure every member of your team can access and read this daily briefing. Please print out and share in staff common rooms and kitchens.

Great work from Lauren Richards in Radiology who has devised a single-sided departmental and COVID update for the team.

- Example of Radiology’s daily brief

Latest information for staff, temporary workers and volunteers is available both on Swanlive and via external access on the BHT COVID-19 microsite: www.buckshealthcare.nhs.uk/coronavirus.

Where are we now:

Daily briefings and CEO updates
Now published and updated daily on the BHT COVID-19 microsite.

Latest information on confirmed cases and deaths is shared daily by the Department of Health and Social Care.

Media enquiries
A reminder that any media enquiries, including trade journals, should be referred to the Communications team via bht.communications@nhs.net to respond to.

Proud to be BHT

Dorcia is one of the HCAs for theatres. In normal times she comes in early to speak to patients having surgery. This means when they come to theatres for an anaesthetic she knows who they are, what they do and how to make them feel safe. For children, she knows their siblings names, schools and so forth. She makes our jobs so much better.

Recently she has been fit testing respiratory masks for staff working with COVID patients throughout the day, then coming back very late in the evening to catch those on night shifts. She has really been a credit to the Trust and to the NHS.
Important updates for staff:

New contact email for reporting self-isolation – from Monday 30 March
- If you or a member of your household are currently suffering any symptoms associated with COVID-19, or you have received a text message, letter or advice from occupational health to self-isolate due to underlying health conditions, you need to notify your line manager and e-mail your name and contact number to bht.covid-19-staffqueries@nhs.net.
- If you have no internet access then please ask your line manager to e-mail your details. A member of the HR team will then call you within 24 hours to log your details and update you on the government guidance for self-isolation.
- If your symptoms worsen during home isolation, or if you are no better after 7 days, contact NHS 111 online. If you have no internet access you should call NHS 111 and inform occupational health on 01494 425082.

Admin and Clerical Temporary Redeployment Hub - information for managers
- We have set up an Admin & Clerical redeployment hub to support teams with their work.
- If you are a manager who has team members who could support other areas in admin and clerical roles (on site or remotely) and are not be required as part of your Business Continuity Plan OR
- If you are a manager who is looking for additional admin and clerical support please complete the appropriate form and e-mail to bht.covid.workforce.bureau@nhs.net

Nurseries
- Our Trust nurseries at Amersham & Wycombe are open and will remain so, continuing to provide a service throughout the Easter Holiday period.
  - Willows Nurseries at Stoke will also be open through the Easter holidays.
  - We have secured additional capacity at Willows of up to 40 children (1-5 year olds)
  - At Amersham we also have additional capacity of up to 24 places
  - Wycombe has no spare capacity currently but we are hoping that there will be some going into next week.

COVID-19 related expenditure approval
- Temporary streamlined governance has been agreed for the approval of COVID-19 expenditure – see attached BHT SOP Financial Governance Covid-19. The maintenance of financial control and stewardship of public
funds will remain critical during the NHS response to COVID-19. Please ensure you follow this process for both capital and revenue:

- **Expenditure between £10,000-100,000**: Completion of Covid-19 Expenditure form; Approval by Tactical Management Group.
- **Expenditure between £100,000-1,000,000**: Completion of Covid-19 Expenditure form; Approval by Gold Command.
- **Expenditure above £1,000,000**: Business case required; submit to Gold Command; approval by Chair of Trust Board/one Non-Executive Director/Chief Executive/Director of Finance.
- Lower limit for competitive quotations increased from £5,000 to £20,000 (for expenditure up to £50,000). A Waiver of Standing Financial Instructions is still required if the competitive quotation procedures are not followed for expenditure above £20,000.

**Clinical updates**

**COVID-19 & Basic Respiratory Refresher Training for Clinical Staff**
- The above training is available via the link below for all non-medical patient facing clinical staff and should be completed as per the instructions on the page below.
- Please access via this link and remember to send back the email requested once completed so your compliance is recorded.

**Chartridge Ward**
- Chartridge will reopen tomorrow afternoon (27/3) as a step down unit for 22 medically fit patients

**CATS Service**
- The Community Assessment and Treatment Services at Amersham, Marlow and Thame will be temporarily suspended as from Monday.
- Patients can still be discussed with the silver phone holder and if necessary can be reviewed in MUDAS.

**GP referrals during COVID-19**

**GP referrals for General Surgery during COVID-19**

**Updated guidance and key links**

**Infection control and prevention**

**In-Patient Possible Case of COVID-19 Ward Sample Collection**

**Latest SOPs and guidance**

Guidelines and standard operating procedures (updated daily)
- New ICU CPR guide – UPDATED 26/3
- MERIT team guidance in surgery and critical care

Links to latest PHE information:
• COVID-19: actions required when a case was not diagnosed on admission
• Flow chart for management of a suspected case of COVID-19

• COVID-19: investigation and initial clinical management of possible cases
• Guidance for healthcare professionals

• Stay at home: guidance for people with confirmed or possible coronavirus (COVID-19) infection

Other points to note

• ID badges & COVID-19
  o With immediate effect all ID badges will be created remotely.
  o Please follow the current procedure detailed on Swanlive.

• Smartcard Management & COVID-19
  o In order to allow distancing and minimise travel around our sites, all smartcard management and deliveries until further notice will be to a single point at each site.

Chaplaincy support during COVID-19
• In line with the wider COVID-19 response of the trust, the chaplaincy team have temporarily changed their way of delivering care.
• Read more

Library service
• The library is currently running a virtual service until further notice.
  o The library at Stoke Mandeville can still be accessed 24/7 with a Trust ID badge.
  o The library team are still available to support you –Monday-Friday 9am-5pm.
  o Contact us on bht.library@nhs.net or call us on 07866 172090.
  o Please see the Library COVID-19 FAQs (PDF) on our Libguides page for more detailed information.

Your questions answered
• Updated BHT staff FAQs

• NHS UK has answered some common questions about coronavirus symptoms, staying at home, and what to do if you live with a vulnerable person.
  o Watch FAQ video
What if you’re worried?
- If you have any questions or concerns a dedicated email address for staff has been set up bht.covid-19-staffqueries@nhs.net

Helpful email addresses
Volunteers
If anyone approaches you offering to volunteer please direct them to:
- bht.covid-19-volunteers@nhs.net

Returning to work
For staff who are offering to return to work to support please email:
- bht.covid.workforce.bureau@nhs.net

Acts of kindness
We are truly humbled by the support received from the local community and businesses. Please pass on any information you receive or any calls you take to the following inbox to be coordinated.
- bht.covid-19-actsofkindness@nhs.net