

# BOOST YOUR WINTER WELLBEING

## MANAGERS GUIDE

How to support your team during winter

2021

## To support your colleagues, you should regularly check the following in your teams:

- Ensure colleagues are supported and know who they can speak to if they have any concerns or issues.
- Ensure colleagues are risk assessed for COVID-19.
- Ensure colleagues are given the latest information on vaccines and are encouraged to be vaccinated against COVID-19 and flu.
- Ensure colleagues are wearing appropriate PPE (personal protective equipment).
- Ensure colleagues are tested for COVID-19 regularly via lateral flow.

**We'll be supporting by communicating with all colleagues regularly during winter, with a focus on boosting wellbeing through our range of wellbeing offers and resources.**

**This campaign will shine a spotlight on specific aspects of the wellbeing offers over the winter period and will be communicated widely through a variety of methods. Please encourage your teams to engage with the campaign, where appropriate.**

*Cut this out and keep it handy either in a notebook, diary or on your noticeboard.*

# Actions you can take for winter

The COVID-19 pandemic has seen us all face unprecedented challenges, both at work and in our personal lives, which can take an emotional, psychological and physical toll on our wellbeing, emotions and resilience.

Sherwood and our colleagues will be facing significant challenges over the winter period. As a leader and/or manager, it is important that you raise awareness and champion our existing policies, guidance, and protocols in place to support your team and colleagues.

It is now more important than ever that we look out for each other and ensure we put support mechanisms in place to assist colleagues' wellbeing; ensuring they are physically and mentally healthy, and well.

As a leader, we need your support to help prepare our colleagues for these challenges. This guidance document sets out the approach you should take, and the resources and support available to you to support you to look after your team, and yourself this winter.

Thank you for your commitment and for proactively ensuring colleagues are informed, encouraged and supported during this busy period.

**Paul Robinson**  
Chief Executive



## SUPPORTING YOUR TEAM

### Having wellbeing conversations

Having a one-to-one wellbeing conversation with your team members gives you both the opportunity to discuss health, welfare and wellbeing in a supportive environment. The conversations do not have to be formal or recorded, and are encouraged to take place through your day-to-day interactions with each other (such as regular one to ones, catch-ups or informal chats).

As well as the conversations being an occasion to check in with colleagues, it will give you the opportunity to ensure that your team know how to access the wellbeing resources and, in an atmosphere of transparency, ensure colleagues are able to raise any concerns safely.

The HR Business Partner Team are running a series of masterclasses for leaders on wellbeing conversations. Details of these sessions, along with other support resources, is available [here](#).

### WELLNESS ACTION PLAN

**For any member of your team struggling with their mental health, consider developing a wellness action plan with them. You can also signpost the individual to access psychology and Occupational Health support. Contact details are available on page 5.**

**Wellness Action Plan can be accessed [here](#).**

**If you become aware of a colleague in acute distress, who requires immediate mental health support, there is a dedicated self-referral colleague helpline that has been provided by Nottinghamshire Healthcare.**

**☎ 0808 196 8886 (9am to 5pm)**

**✉ [StaffSupportService@nottshc.nhs.uk](mailto:StaffSupportService@nottshc.nhs.uk)**

**24/7 helpline (crisis only) 0300 303 0165**

## Annual Leave and rest

Please ensure colleagues' annual leave is planned regularly, and a plan is in place to minimise cancellation of leave due to service pressures. **Please view our annual leave policy for more information.**

It is also important that colleagues can take breaks and rest throughout their shift, particularly if they are wearing PPE. We understand that pressures remain high in our hospitals, but for the health and wellbeing of our teams, please promote regular and consistent breaks away from their working area, if possible.

## Menopause

Please be aware of the potential impact of the menopause and perimenopause for colleagues in your team. **Please utilise the resources available on the intranet, where appropriate.**

Extra support may look like: additional toilet breaks; cold drinks; and access to an outdoor space for those wearing full PPE. If colleagues require to be absent from work, please record this as 'menopause' absence on ESR.

## Long-COVID

For some people coronavirus can cause symptoms that last after the infection has gone; this is called long-COVID. Recovery from Long-COVID can be a lengthy process often lasting weeks, or months beyond the initial diagnosis.

This can present on-going symptoms that can vary between individuals. It is important to have a supportive conversation with colleagues affected by long-COVID, where you can hear their concerns and support them with their health, wellbeing and resilience.

Colleagues with long-COVID may benefit from an occupational health review and/or access to long COVID services, if appropriate. Please ensure a strategy and phased return (if appropriate) is in place for managing symptoms in colleagues returning to work, while recovering from Long COVID.

The HR Business Partner Team are running a series of masterclasses for leaders on long-COVID and how they can support their teams. Details of these sessions, along with other support resources, is available [here](#).

## Risk Assessments

All colleagues identified in a vulnerable category, should have a COVID-19 **current risk assessment**. Please consider a referral to Occupational Health if further advice is required for your team members (for example, for a colleague with a complex medical history).

For colleagues who are identified as at a greater risk following their risk assessment, please consider whether there should be any adjustments made to their usual working arrangements, taking into account their individual circumstances, any specific concerns they have and workplace risk.

**Please note: colleagues can request a Risk Assessment from their line manager, even if they are not in a vulnerable group.**

## Vaccinations

Please continue to reinforce the importance of a second COVID-19 vaccination if not already given (allowing an eight-week minimum period since their first vaccine). If there are exemptions to vaccination (e.g anaphylaxis) consider the implication on the colleague's risk assessment and/or Occupational Health review.

Please support and encourage timely flu vaccination for your colleagues. **Visit the flu booking system here.**

Support and encourage colleagues to access their booster doses of the COVID-19 vaccine.

**Latest information can be found in the weekly staff bulletin and/or COVID updates.**



## Ensure colleagues are wearing the correct personal protective equipment (PPE)



**Follow the below guidance to ensure colleagues who need to wear PPE as part of their role, are protected and following the latest guidance.**

- Colleagues should be up to date with local PPE policy and training
- This includes what PPE to wear in each environment, standard infection control and transmission-based precautions, as well as donning and doffing procedures.
- Colleagues required to wear FFP reusable respirators should undergo training.
- Colleagues should be FIT tested for locally available FFP3 masks, or alternatives provided
- Applicable colleagues should repeat the FIT testing at least every two years.
- Ensure availability of alternatives to FFP3 respirators (e.g. hoods or reusable respirators) for colleagues who fail a fit test or who are unable to be FIT tested.
- Ensure workplace risk assessments are carried out
- Risk assessments should be based on the measures as prioritised in the hierarchy of controls and IPC guidance.
- When an unacceptable risk of transmission remains following the risk assessment, consideration should be given to the extended use of RPE.
- Encourage staff to get a fit with more than one disposable respirator if possible. Fit testing sessions for the new range of UK supplied respirators advertised each month via the staff bulletin.

**Access the full PPE guidance here.**

## COVID-19 testing for colleagues

**Your Coronavirus result is POSITIVE - Symptomatic staff:** you can return to work, once you have self-isolated for 10 days after the onset of your symptoms **AND** not had a fever in the 48 hours before returning. **Asymptomatic staff:** if you remain asymptomatic you can return to work once you have self isolated for 10 days after the date of having swab done.

**Your Coronavirus test performed on your household contact is POSITIVE** - You cannot work on site for 10 full days after the day of onset of your contacts symptoms. In exceptional circumstances ONLY (e.g. if essential patient service delivery will be severely compromised by the absence) staff may be allowed to return to work in this situation, but this requires the Manager to obtain individual agreement and sign off by the Medical Director or Chief Nurse. **Refer to the Covid-19 Isolation Risk Assessment.**

**Your Coronavirus result is NEGATIVE** - You can return to work if you feel well enough to do so **AND** have not had a fever in the 48 hours before returning. Please discuss the timing of your return with your line manager prior to doing so.

**Your Coronavirus test performed on your household contact is NEGATIVE** - If you remain well, you can return to work. Please discuss the timing of your return with your line manager prior to doing so.

**The COVID-19 Isolation Risk Assessment and guidance can be accessed here.**

We have a comprehensive range of wellbeing and welfare support available for all colleagues.

### Vivup Employee Assistance Programme (EAP)

A 24 hour, seven days a week, 365 days a year confidential helpline, offering support on a number of problems including home life, work, financial help, and health. **Contact 0330 380 0658 or [www.vivup.co.uk](http://www.vivup.co.uk).**

### Occupational Health

Occupational Health can provide advice on physical and mental health that may be affecting you, or your colleagues at work. Further advice can be obtained by calling the department on **ext 3780**.

### Notts Staff Support Hub

Nottinghamshire Staff Support Service is an independent confidential service which is available for all colleagues. You can refer yourself or call if you concerned about a family member or colleague.

Email: **[Notts.staffsupport@nhs.net](mailto:Notts.staffsupport@nhs.net)**

Tel: **0808 196 8886**

**[www.nottinghamshirestaffsupport.nhs.uk](http://www.nottinghamshirestaffsupport.nhs.uk)**

### Time to Change Champions

Breaking the silence on mental health, Time to Change Champions can support or advise on mental health. Please visit the Time to Change intranet pages **here**.

### Freedom to Speak Up Guardian and Champions

The Trust is committed to supporting colleagues to speak up and raise concerns about practice at work, including patient safety, health and safety and fraud. Your dedicated Freedom to Speak Up Guardian, Kerry Bosworth, can be contacted on ext 4559. There are also several champions who support Kerry, whose contact details can be found on the intranet.

### Chaplaincy

Offering a 24/7 confidential, sympathetic and non-judgemental listening ear for those of any faith and those who do not have any religious belief. The Faith Centre at King's Mill Hospital also has multi-faith spaces for anyone to attend. Contact Rev Rodney Warden on ext 3047.

### SFH Diversity and Inclusivity Networks

We have a number of networks where colleagues can raise concerns or get further support including:

#### Minority Ethnic Staff Network:

[sfh-tr.bme.support@nhs.net](mailto:sfh-tr.bme.support@nhs.net)

#### LGBTQ+ Staff Network:

[sfh-tr.lgbt.support@nhs.net](mailto:sfh-tr.lgbt.support@nhs.net)

#### WaND (We're able and disabled) Staff Network:

[sfh-tr.disability.support@nhs.net](mailto:sfh-tr.disability.support@nhs.net)

### Welfare and Wellbeing

Our welfare and wellbeing offer has a range of information and resources to support colleagues, teams and families. Please use the QR code or link to access this information on our website or intranet, or visit the SFH Wellbeing Den at the Faith Centre in King's Mill Hospital and the Chapel at Newark Hospital.

Staff Welfare and Wellbeing  
**Where to get support** 

**I need support** Contact: **VIVUP 03303 800 658 - 24/7**  
For access to a range of support including, emotional, relationships, stress, anxiety and finances.

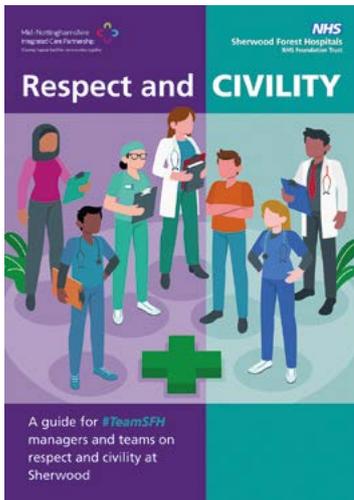
**I need help NOW** Contact the Staff Health and Wellbeing Hub (9-5) on **0115 9555471** or if you feel that you are in crisis, the 24/7 helpline on **03003030165**

**Access to all 4 levels of the SFH welfare and wellbeing offer.** <https://bit.ly/2Gq8jVi>




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# Sherwood's Civility and Respect programme



Our aim is to create a culture where colleagues feel supported, valued and respected for what they do, and the values we seek to demonstrate to our patients, including kindness, compassion and professionalism, are the same values we show to each other.

To continue to support colleagues in raising and challenging uncivil behaviours, we've created a Civility handbook for teams and individuals to use when challenged with these behaviours. The guide also features support, an in-depth view on what civility is, our CARE values and extra reading. [View the handbook here.](#)

[Read more about our CARE values here.](#)

## Support for you

In asking you to work with your teams to maximise resilience for the winter period, we recognise that you may also require additional support. All of the support and guidance described in this document equally applies to you and you are encouraged to access this support if necessary.

This approach to supporting the whole workforce is supported by our Executive team, Trust Board and Senior Leaders and we hope you feel able to discuss any further support needs you or your team may have with your senior colleagues, the Executive team or your HR Business Partner below.

**Division of Surgery**  
**Division of Women & Children's**  
**Estate & Facilities Dept. inc Medirect**

### Rachel Squirrell

☎ 07917 245422 ✉ [rachel.squirrell@nhs.net](mailto:rachel.squirrell@nhs.net)

### Sarah Cooper

☎ 07884 094163 ✉ [sarah.cooper27@nhs.net](mailto:sarah.cooper27@nhs.net)

**Division of Medicine**  
**Division of Urgent & Emergency Care**  
**NHIS and Flow Management**

### Jacqueline Read

☎ 07884 091651 ✉ [jacqueline.read@nhs.net](mailto:jacqueline.read@nhs.net)

### Sarah Reddish

☎ 07884 092799 ✉ [sarah.reddish@nhs.net](mailto:sarah.reddish@nhs.net)

**Division of Diagnostics & Outpatients**

### Raj Basra-Mann

☎ 07884 101439 ✉ [rajdeep.basra-mann@nhs.net](mailto:rajdeep.basra-mann@nhs.net)

### Rhishana Edwards

☎ 07834 106915 ✉ [rhishana.edwards@nhs.net](mailto:rhishana.edwards@nhs.net)

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