

Important information for Shielding staff

Managers are asked to share the information below with any staff who are Shielding.

Thank you for continuing to stay at home. As per Scottish Government advice, we ask that you continue to shield for the time being i.e. at least until 31 July.

From 18th June, changes may be implemented allowing those who are shielding to go outside for physical exercise, providing Covid-19 infection rates in Scotland are low enough.

Please see Scottish Government information for latest information.

[Scottish Government - Shielding](#)

Our priority is to make sure that you feel well supported during this challenging time. You'll find a series of links within this communication which we hope you find helpful.

For those of you able to work from home, hopefully you are settling into a new routine and the flexibility to help balance other commitments i.e. caring responsibilities, is working well for you.

The guidance from government is that anyone who can work from home, should do so. We ask that, providing you are able to safely work from home, that you continue to do so for the time being.

Please ensure that you complete a DSE assessment to ensure your work set up is appropriate. The assessment can be found on [My Online Learning](#) > All staff Induction.

[Home working – useful tips](#)

[Working from home – fire safety](#)

[Wellbeing Matters](#) – a range of useful tips and tools to help ensure good mental health, including how to stay connected, especially important at the moment as we don't have the usual physical connection to our friends, families and work colleagues.

A link to the **Employee Assistance Programme** (EAP) is also included which provides 24hr online support to Council staff and their families.

[Things you can do to help Clear Your Head](#)

Not able to work from home in your current role?

Providing you are fit and well, we ask that you please register with the [Deployment portal](#). Once you complete your on-line application the Deployment Team will be in touch if there is an opportunity for home-working.

[Deployment team e-mail](#)

Alternatively, or, where you may have already registered with the portal but have not yet been asked to support other work; you may welcome the opportunity to complete some training or learn something new.

Setting goals and working towards achieving them can bring a welcome to our wellbeing and provide some much-needed structure to our day.

Many of the e-learning modules available on [My Online Learning](#) are short, or you can dip in and out of something more comprehensive (the system will bookmark where you left off and you can pick it up again later).

If you've not logged in before, you'll need your payroll number, and your password is your surname in CAPS.

You may also choose to work towards a nationally recognised qualification? The [Skills Network](#) offer a range of fully funded certificate courses.

[Online training courses during Covid-19](#)

It's good to talk!

Please don't forget we have a 100+ strong team of [Mental Health Representatives](#).

If you feel that your mental health is impacted by the current situation or perhaps you're just feeling a bit low, the team are there for you. An MHR will listen, offer reassurance and, can signpost you to useful services (both within and outwith the Council).

Many thanks