

# Returning to the workplace and working from home safely

## Latest briefing for staff

17 August 2020



### Future use of our phase one priority sites

Work continues on how our clinical services can adapt to new ways of working within our nine priority sites. The work is being led by our Deputy Chief Operating Officer Andy Weir, with our Heads of Operations taking a leading role for each of the nine sites. They'll be developing a standard operating procedure for the safe delivery of clinical services on these sites collectively with teams who need to operate on them.

### Phase 2 – determining how we use all our other sites

We will be prioritising the delivery of clinical services and allocating space within our remaining sites with this in mind.

As part of this process, our executive directors are now looking at how our corporate and support functions need to operate, and which members of those teams needs to be on site to deliver their service.

For those who haven't, please ensure you complete your [wellbeing assessments ASAP](#) as these will inform decision-making around some non-clinical staff coming back on site.

We are currently planning a deep clean of all the phase 2 sites in early September. This will mean ensuring all work surfaces and desktops are cleared of paperwork, files and personal affects. We will be updating people on our plan for doing this safely to avoid lots of people coming onto sites in an uncoordinated way which would present unacceptable risks. Watch this space!

### Following the new rules - a few clarifications

Our new Estates and Facilities Site Representatives have been out and about getting to know their sites and the teams who operate on them. Here's a reminder of who they are and where they are covering:

Name	Email	Priority 1 sites	Priority 2 sites	Additional info

Natasha Atwal	<a href="mailto:natasha.atwal@nhs.net">natasha.atwal@nhs.net</a>	Aire Court, Becklin, The Mount	Merrion House, Roseville Road, Roseville Unit 4, Sugar Mill	
Samantha Hamilton Smith	<a href="mailto:sam.hamilton-smith@nhs.net">sam.hamilton-smith@nhs.net</a>	Newsam, Asket Croft Bevan House	Colton HQ, Lea House, Bevan House, Millfield House	
Kathryn Stott	<a href="mailto:Kathryn.stott2@nhs.net">Kathryn.stott2@nhs.net</a>	St. Mary's House - North & South Wing,  St. Mary's Hospital, Parkside Lodge	St. Mary's House - Main Building	Support to York sites when required
Martina Nyerlucz	<a href="mailto:martina.nyerlucz@nhs.net">martina.nyerlucz@nhs.net</a>	Clifton House,  Support to Leeds Sites	Mill Lodge, York SP, Lime Trees	

Whilst walking round they've spotted a couple of things we wanted to clarify for everyone:

**Face masks:** anyone coming onto an LYPFT site is required to wear an LYPFT-issue face mask – available at donning and doffing stations at entrance points and receptions. Personally acquired or homemade face coverings (i.e. fabric ones) are not allowed even if they are a lot more stylish!

**Room capacity:** the rooms we have risk assessed have been allocated a maximum occupancy number. [You can see them on Staffnet here](#) (use laptop VPN to access remotely). Please do not exceed this number, including moving additional furniture into them to accommodate more people. If you feel your room has been incorrectly assessed (i.e. as an office rather than a clinic room) then please contact your Site Representative in the first instance (see above).

### **Agile working – the future ain't what it used to be!**

As we adapt to our “new normal” working cultures, colleagues in the Return to Workplace group are developing a new agile working policy and guidance document. The pandemic has proven that we need to develop modern working practices, enabling us to maximise performance, productivity and provide opportunities to maintain a good work life balance. New and emerging technologies are making it easier to access information remotely, working from a variety of locations, whilst supporting service delivery and improved patient choice.

The new documents aim to provide clear and simple guidelines to enable you to take ownership of each working day and be empowered to make decisions (within your professional competences, and the boundaries agreed within your service) that improve efficiency, clinical record keeping, and deliver a patient centred approach to care. This will hopefully allow for an improved work/life balance through more flexible ways of working and enhanced technology.

The goal is to view work as “an activity not a place, focus on performance not ‘presenteeism’, create trust-based relationships not hierarchies, embrace innovation rather than bureaucracy, and value people more than property”.

We're currently consulting on the new policy and guidance and will be taking it through our normal procedural governance process soon.

## **Where to find more info**

This briefing along with all previous briefings and relevant information to support working on site and working from home safely is [on our website here](#).

You'll also find two useful recently published documents:

[A three-page Manager's Guidance document, and](#)

[A comprehensive Staff Handbook](#)

The Staff Handbook contains links to information online which means it works best as a digital document. However we are looking to circulate printed copies into services to improve access for staff who may not be able to access the Trust's digital information regularly.

## **Questions and feedback**

We know there are always unanswered questions about returning to the workplace safely. This is as much as we can share for now but we are committed to on-going communication and engagement with affected teams going forward. Please raise any questions through your usual line management routes in the first instance.

If you have questions that cannot be answered locally, either about safe home working or coming back to one of our sites, please email our [corona.virus@nhs.net](mailto:corona.virus@nhs.net) address and we'll ensure this reaches the right people to help.