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| Hanover_logo_med_rgb |  | | **STAFF BULLETIN**  **ISSUE 18**  **Tuesday 4 August 2020** |
| **COVID-19 - new travel restrictions**   |  |  |  | | --- | --- | --- | | **Re-entering the UK following foreign travel & quarantine restrictions**  The Scottish Government has issued new travel restrictions and quarantine measures for travellers going to and from certain high-risk nations. The changes follow a spike in COVID-19 cases in certain areas of Spain which have prompted Spanish authorities to implement new local lockdowns. |  | If you do need to quarantine when your return to the UK, we will take the following steps to support you:   1. You must notify us immediately with the reason for your absence from work (quarantine). 2. You should also notify us if you have a positive COVID-19 diagnosis while you are in quarantine. 3. We will look at the best ways to manage your situation if you have COVID-19 and whether you can work from home, provided you are not feeling unwell. 4. If you are not unwell*,* but it remains impractical for you to work from home then we will consider ways for you to work lost hours during the quarantine at a later date. 5. You could take annual leave to cover all or part of the quarantine period, in-conjunction with the previous steps. 6. Steps 3 to 5 are intended to reduce the effectsof applying authorised absence without pay during your quarantine period.   If you are subject to the quarantine measures, then your line manager will discuss these matters and confirm the next steps in writing. | | To reduce the risk to the public, both the Scottish and UK Governments have implemented a strict quarantining procedure for all travellers that are coming in to the UK.  The measures relate to several high-risk nations, including Spain, but this may change at any time, depending on new outbreaks of the COVID-19 virus. This guide explains how we will manage cases where staff are subject to the 14-day quarantine measures.    If you have booked, or are considering booking a holiday outside the UK, please check the quarantine status of the country before deciding to travel.You must follow the advice from the Foreign Office and speak to your line manager, travel company and insurer. | | | | |
| **Autistic Spectrum Disorder (ASD)**  **E-Learning**  A new E-Learning module has been launched for our Care teams.  The Autistic Spectrum Disorder (ASD) training course will become a relevant core module for care staff.  This training will upskill your knowledge and understanding to better support people diagnosed with ASD.  This module will be added to your E-Learning account. If you require any support please contact [**learning@hanover.scot**](mailto:learning@hanover.scot)  More information regarding future training courses and E-Learning modules will be available in our soon to be published Care Trainer Newsletter. | **New Resilience E-learning module launches**  A new Resilience e-learning module is being made available to everyone.  While the new course is not a core module, we would ask all staff to complete the training if they can, as it provides a basic summary of resilience in the workplace, techniques to support your wellbeing and how you can support others.  The new course will be made available to all staff from the end of the week, so please have a look at the module.  Resilience training has many benefits and will support your self-development in the future.  For more information about the new course, please contact our Workforce Development team. | | **New Induction Guide launches**    A new electronic copy of the Induction Guide is now available [**on the Hub**](http://thehub/Library/Publications/Publications/2020%20Induction%20Guide%20(Fillable).pdf) which can be filled in electronically.  The new electronic copy includes fillable forms, so you just need to download and save the document when you are starting the induction process.  We have also made the Induction Guide available on the [website](https://www.hanover.scot/wp-content/uploads/2020/08/Induction-Guide-Version-Fillable-Updated.pdf), a copy of which can be downloaded.  If you are unable to download the Induction Guide, please contact the Workforce Development team. |
| **Hive-Fives Update**    Since the Hive-Fives scheme launched on the 3 December, we have received 632 messages from staff to show appreciation and thanks to their colleagues.  Your interaction with Hive-Fives has been inspiring and we hope that we can now surpass the 1000 mark before the end of the year.    Hive Employee Engagement will continue to send the reminder email to your work addresses every four weeks, so if you can, please continue to get involved and acknowledge the work of your colleagues.  For more information about Hive and how we are developing staff engagement, please contact [**Steven Pritt**](mailto:spritt@hanover.scot). | | **Claiming Tax Relief for SSSC Registration**  Care staff who require SSSC registration for their job roles may be eligible for tax relief towards membership expenses.  The tax relief is offered by the UK government and covers membership costs to professional bodies, including the SSSC.  The amount of tax relief that you can claim is based on individual circumstances and there is no guarantee that you will be able to claim the whole sum, but you should be able to claim a percentage of the tax on your fees. For more information, please visit **gov.uk**. | |
| **Staff Emoji Quiz & Riddle Challenge**  **Week 12**  We had another superb response to our Emoji quiz, which this week was [**Retro Sweets**](https://www.hanover.scot/wp-content/uploads/2020/07/Staff-Emoji-Quiz-Week-11-Retro-Sweets-Answers.pdf) (answers in the link).  No team scored full marks this week, however, congratulations go to the Disney Princesseswho were the quickest team to reach the high score (14 out of 16).  We would also like to acknowledge the Phenomenal Factoring Fantasists, Team Linn Coort and the Rocky Horror Dancers who were in hot pursuit, also with 14 out of 16.  The Chandlers Chicks got the next highest score with 13 out of 16 and the final point scorers were the G51s with 12 out of 16.  The G51s still have the overall lead in the race for our grand prize, but the competition is closer than ever.  This week’s theme is [**children’s books**](https://www.hanover.scot/wp-content/uploads/2020/07/Childrens-books-emoji-quiz.png), just guess the names of these well-known children’s novels. Your Riddle bonus questions can also be found below*:*   * **What has four legs, but only one foot?**      * **The more you take away, the larger it becomes, what is it?**   Last week’s riddle answers can be found[**here**.](https://www.hanover.scot/wp-content/uploads/2020/07/Riddle-Challenge-All-Answers-Issue-18.pdf)  As ever, please submit your entries to [**communications@hanover.scot**](mailto:communications@hanover.scot) by 5pm every Monday. | **Tax rebates for homeworkers**    If you have been or are working from home during the COVID-19 lockdown then you may be eligible for a tax rebate under the current government guidelines.  Homeworking measures have been in place since March and the UK government has offered tax rebates to homeworkers for expenses such as their gas & electricity bills and other utilities.  As lockdown measures are extended and the majority of non-essential office staff are asked to keep working from home, there is a greater demand for basic utilities.  For more information about the tax rebate system and how you can claim, [**click here**.](https://www.gov.uk/tax-relief-for-employees/working-at-home) You can also find more useful advice on how the system works [**here**](https://blog.moneysavingexpert.com/2020/04/martin-lewis--working-from-home-due-to-coronavirus--claim-p6-wk-/). | | **Health & Fitness in Lockdown**  On the 22 July, the Scottish Government announced that gyms would remain closed. The measure was announced to help schools to re-open in August and to reduce the risks.  To help staff, we’ve compiled a short list of top tips to help you achieve a healthier lifestyle and hit those fitness goals.   1. **Getting in to exercise** – We understand that it can be challenging to get started, but there are numerous videos, guides and online tools. [**This guide**](https://darebee.com/workouts/lockdown-workout.html) is a great way to get started.      1. **Plan your day the night before** – If you plan your exercise or activities the night before, it will help you to manage your workout and build your motivation.      1. **Break down your fitness goals and write them down** – If you have a long-term goal in mind, then break it down in to easy-to-manage steps that you can achieve.      1. **Use the 15 minute rule** - If you don’t feel like training, try 15 minutes of running, if after this time you decide you don’t want to train then that’s OK. 2. **Try to train virtually with others** – If you have friends that you want to train with, then why not try group-training virtually? |
| **Good News Corner**   |  |  |  |  | | --- | --- | --- | --- | | **2020 Alzheimers Memory Walk**  We would like to wish Barbara Allan from Varis Court in Forres all the best for her sponsored walk on the 20 September.  Barbara has been raising money for the Alzheimer’s Society Memory Walk, which takes place throughout Scotland every year.  Like many charity events, the COVID-19 outbreak has compromised this year’s walk, but the event is still planned to go ahead as normal.  You can also get involved with the Alzheimer’s Walk, to register or donate, [**click here**.](https://www.alzheimers.org.uk/get-involved/events-and-fundraising/join-event/memory-walk) | **SOPA Film Project**  **for Older People**  The Scottish Older People’s Alliance (SOPA) have released a series of YouTube videos to celebrate the achievements of older people in Scotland.  The films are part of SOPA’s ‘Older people are a bonus, not a burden’ campaign, which highlights how older people still have their part to play in Scotland.  To see the videos, [**click here**.](https://www.youtube.com/channel/UCZkEktQXGBKa_2TB3NHrKhA) | **100th Birthday joy**  **for Hanover resident**    A resident from Banktop Court in Johnstone recently celebrated his 100th Birthday.  Social distancing measures meant that David couldn’t be joined by all his family, but he was able to meet virtually with his daughter, who arranged a small celebration at the development.  David also received the customary card from the Queen and received a number of cards and presents on the day. | **Praise for Victoria Court staff**    The residents at Victoria Court in Hamilton have been in touch to thank the staff at the development.  Rita Cowan, who resides at the development, recently wrote to us to praise the work of the staff team and their efforts during the COVID-19 pandemic.  Rita wanted to acknowledge the whole team, including Manager, Kay Provan, Support Workers, Shona, Janice and Jim, as well as cook, Andy and the Domestic staff, Jan and John. Like many of our development staff, the team have been working non-stop to keep residents safe and well during the pandemic. |   If you have a good news story, then let us know by contacting [**communications@hanover.scot**](mailto:communications@hanover.scot) | | | |