

## NHS Health at Work Network

### Covid-19: Top Tips for Occupational Health Leaders

#### Managing Workloads

1. Consider whether to step-down any non-urgent non-NHS OH contracts to allow you to focus on the NHS
2. Identify which manager referrals are non-urgent and can be delayed and/or postponed until a later date
3. Pause routine health surveillance programmes in line with the latest advice from the [HSE](#)
4. Access the [list](#) of over 250 OH professionals in the UK offering support to NHS OH. Make direct contact and your own arrangements with anyone from that list
5. Consider extending OH 'opening-hours' to spread workloads over 7 days
6. Review and discuss with your local Medical and Infection Control Teams whether any element of your immunisation programmes e.g. can hepatitis B be paused i.e. for those staff who may have already developed immunity after the first or second vaccine
7. Identify 'at risk' clinical staff from elsewhere in your organisation who may be redeployed to the OH team to support general Covid-19 call handling/ enquiries and e-mails

#### Information

8. Keep a close on [www.nhshealthatwork.co.uk](http://www.nhshealthatwork.co.uk) for all the latest news and updates
9. Don't try and reinvent and wheel – check the Network's Covid-19 [web pages](#) for examples of good practice from NHS organisations around the country
10. Refer to the official Government [website](#) for the most up-to-date advice
11. Run a software update for your OH IT system where possible, to ensure all NHS staff contact details are up-to-date
12. Use your Trust intranet and screen-saver to alert staff to the latest information and guidance

#### Redesigning Tasks and Risk Assessment

13. Establish priority risk groups for triage and assessment
14. Develop e-mail and call handling scripts for consistency of advice and information
15. Utilise the good practice examples on the Network [website](#) for assessing the risk to NHS staff with underlying health conditions and for pregnant workers
16. Move urgent manager referrals to telephone assessment/video-conferencing to minimise social contact
17. Develop local protocols to minimise the need for re-screening of recent leavers returning to the front line to help

#### Training & Induction

18. Develop a mini-induction to assess competence and build-up skills for staff redeployed to OH from other areas

#### Home Working and IT Infrastructure

19. Purchase additional (generic) OH software licences to ensure system availability for any staff redeployed to OH
20. Work with IT to ensure enough laptops and connectivity for OH workers at home