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Peter MacLeod, Care Inspectorate  
Donald Macaskill, Scottish Care  
Care Home Managers (letter to be circulated by Care Inspectorate)  
Care Home Leads

cc. Chief Officers

1 June 2020

Dear Colleagues

### **Coronavirus (COVID-19): care home safety huddle, staffing and escalation resources**

Scottish Government officials have been working with representatives of Scottish Care, Care Home Providers, the Care Inspectorate and the Scottish Social Services Council, to produce a number of resources which will support care homes to identify factors that may impact on the health, safety and wellbeing of residents as a result of the Covid-19 pandemic. It is recognised that changes to staffing models may be necessary during the pandemic for a variety of reasons including increasing complexity/needs of residents, requirements to implement physical distancing and isolation measures together with a reduction in staff availability due to absence. There may also be a need for increased clinical input to care homes as a result of Covid- 19.

To support care home managers and staff a number of resources have been published on the Scottish Government website. These resources will support care homes to identify factors that may impact on the health, safety and wellbeing of residents and provide a consistent framework for assessment and reporting of risk. These resources can be found at:

<https://www.gov.scot/publications/coronavirus-covid-19-care-home-staffing-and-escalation-resources/>

**The safety huddle template** is a framework that has been developed with the care home sector to provide an overview of activity and staffing requirements within the care home context, and to identify any associated risks. The information should be used by providers on a daily basis to identify and mitigate risk, inform business continuity planning and also to report information required by the local Health and Social Care Partnerships oversight group. The work of this group was described in the Cabinet Secretary letter and associated guidance published 17 May:

<https://www.gov.scot/publications/coronavirus-covid-19-care-home-oversight/>

This will ensure a national approach to reporting to the local Health and Social Care Partnerships, Care Inspectorate and Health Protection Scotland.



**The professional judgement staffing template** provides a consistent approach to identifying staffing requirements where no electronic roster system is available and can be used to identify any staffing deficits that have occurred. This is based on real time needs of residents and staff absence levels and they take into account the local context in which the service is being delivered. It can also be used to prospectively forecast and plan staffing in the dynamic context of covid-19 using different assumptions of staff absence.

We are asking that these resources be utilised by the care home sector and health and social care partnerships to ensure there is a nationally consistent approach to identifying concerns and mitigating risks such as staffing requirements and professional support arrangements within the care home setting.

**Please also note that these templates have been designed for the specific circumstances of the Covid-19 emergency and we do not anticipate them being required for use once the pandemic is over.**



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