



## **Message from the Chief Executive Althea Loderick**

I want to extend my ongoing thanks to you all! The current situation is incredibly difficult for people in terms of their physical and emotional wellbeing and I know all staff are working above and beyond the call of duty to support residents, particularly the most vulnerable, often while trying to care for friends and family.

This update has been created specifically for staff who don't have access to council IT systems so that we can keep you up-to-date on general news about Coronavirus and any issues specific to your service. Please check the new staff pages on the website: [www.Newham.gov.uk/staffinfo](http://www.Newham.gov.uk/staffinfo) regularly for updates.

Thank you!

# Coronavirus (Covid-19)

## Keeping you in touch



- This is a slide-based briefing which should be cascaded to all staff through line management chains and shared / discussed with all those who are not on email at weekly or daily briefings. It is issued to Managers at least 2x per week on Tuesday and Thursday, or more frequently as required.
- It can be also be accessed on the new staff information page: [www.Newham.gov.uk/staffinfo](http://www.Newham.gov.uk/staffinfo)
- More detailed information and guidance is on the **new Covid19 pages** on the Intranet and managers should ensure all staff (who have email) are able to access it.
- **This briefing covers:**
  - Latest national / regional / local figures re cases
  - Latest guidance and advice
  - Key messages for staff in Newham

# National and local status

The number of infections continues to grow, as of **4.11pm on 27 May 2020**:

- **267,240 cases** of coronavirus have been confirmed.
- There have been **37,460 deaths** in the UK.
- Newham has **999 confirmed cases**.
- We have had to reduce many council services to support social distancing or due to lack of staff.



# Key updates for staff 28/05/2020



- We are making preparations for a **very limited return to office for some staff** from next week.
- Our overriding priority is the **health, safety and wellbeing of our employees**.
- Line managers of those currently working at home will have **spoken with their teams about who may need or wish to return to the workplace** and provided a data capture form that provides us with the outcome of these conversations.
- Return to work arrangements should fit your **personal circumstances**. If you are currently working from home, and if **your line manager hasn't discussed this data capture with you, then feel free to give them a nudge**. Line managers should be capturing this information with you, not for you.
- We are **developing short videos** and information for staff to explain how our buildings and offices will work with social distancing rules in place. And those that we agree will come back in to the office will all be given a comprehensive induction into the new ways of working.
- For those of you **that will be asked to continue to work from home**, we are reviewing how we can continue to support you.
- Staff are reminded that if you need advice or support, please **ask for help at any time**. You can access our Employee Assistance Programme [www.employeeassistance.org.uk](http://www.employeeassistance.org.uk) (access code: Newham), with freephone access **24 hours-a-day, 365 days-a-year to counsellors and advisors** on 0800 328 1437 (minicom: 01482 661 814). You can also contact [hr@newham.gov.uk](mailto:hr@newham.gov.uk) and ask for a chat with a Mental Health First Aider.

# Key updates for staff 28/05/2020

- As part of the preparation to return to work, we are making adaptations to our offices so that the risk of contracting Covid-19 in the workplace is minimised. This includes:
- **Reviewing the capacity of buildings** and completing risk assessments of offices and work spaces so we can maintain **social distancing rules**. Because of their design, **some offices may not reopen in the short term**, and capacity at all of the offices that do open will be significantly reduced.
- **New signage in buildings** and many desks and **areas of buildings will be closed off**. There will be floor markings to help guide people through particular one-way circulation routes. Only one person will be allowed in a lift at any one time, and in certain buildings will be asking all staff that are able to walk down the stairs. **Entry and exit protocols to certain buildings** are being implemented along with new cleaning regimes and improved access to sanitisers and wipes.
- New procedures to **keep visitors to buildings and the staff they meet safe**. Adaptations are being made to reception areas, including the **installation of screens and controlled queueing systems**.
- To enable effective workspace cleaning, we also need to adopt a 'clear desk' policy.
- Reviewing our HR advice, for example on **flexible working**, and also our advice to those that are **shielding** and those that are still required to **support children at home**.
- Developing a '**workforce travel plan**' that will provide advice, support and practical help on travel to work. We are also **sourcing face coverings for those required to use public transport**.



**People at the Heart  
of Everything We Do**

# Key updates for staff 28/05/2020

- As schools prepare to reopen, we **are moving our #HelpNewham operations** out of eight hubs and into two new superhubs – one in Stratford Old Town Hall and one in St Mark's industrial estate near City Airport. If **anyone can help over the next two weeks** with moving over that would be fantastic. Please get it agreed with your manager and email [Rebecca.Taylor@newham.gov.uk](mailto:Rebecca.Taylor@newham.gov.uk)
- With some people returning to on site working, and advice to avoid public transport if possible, now is a great time to consider cycling to work. **The Cycle to Work scheme enables you to save money on a new bike** and accessories whilst spreading the cost over 12 months.
- The scheme is open to **permanent employees and employees on a fixed term contract with at least 12 months remaining**. For more information [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk).
- Staff are able to **access a ½ day online Mental Health Awareness** training delivered via Zoom.
- The **4hr introductory course** is designed to increase mental health awareness, provide an understanding of how to look after wellbeing and challenge stigma towards mental health. **Courses run from 9.30am to 1pm on Monday (June 1), Wednesday (June 3) and Friday (June 5)**. To book a place email [wellbeing@newham.gov.uk](mailto:wellbeing@newham.gov.uk)



# Testing update

- **Testing** for Covid-19 is available in Newham, **with fixed and mobile site options for booking.**
- The **test must be taken within the first 5 days of symptoms**, therefore is unsuitable for people who have self-isolated longer than 5 days.
- The turnaround between test and result is **48-72 hours.**
- **Access a test at home:** book an online test: <https://self-referral.test-for-coronavirus.service.gov.uk/> (select home test)
- **Access a fixed site:**
- There are currently 2 sites near East London
  - O2 Arena, Edmund Halley Way, Greenwich, SE10 0PH
  - Lee Valley Athletics Centre, N9 0AR
- The sites are open between 10am and 5pm.
- **Mobile testing sites:** due to operate at **Big Motoring World next Monday June 1 and Tuesday June 2.** Bookings are essential.
- **You can book** through the self-service portal : <https://self-referral.test-for-coronavirus.service.gov.uk/> selecting the test site which works best for you.
- **Newham Council and care workers can also book a priority test** through the CCG by sending an email with the person's name and mobile number to [thccg.cv19@nhs.net](mailto:thccg.cv19@nhs.net)
- People who attend the **testing sites without an appointment will not be tested.**
- **Newham Council is also taking a lead role in the test, track and trace programme.** Find out more: [www.newham.gov.uk/staffinfo](http://www.newham.gov.uk/staffinfo)



# Thanks to Newham staff



- We've received some more positive feedback from residents for the work of our staff in supporting the local community.



Big love to @NewhamLondon waste collectors - bossing it ❤️

12:19 am - 22 May 2020

1 Retweet 2 Likes



1 1 2

**Newham London** @NewhamLondon · May 22  
Replying to @nrdbrennan  
Thank you Neil, will share with colleagues. 😊



Big Shoutout to @NewhamLondon doing a fantastic job supporting the vulnerable and elderly residents on my estate. You guys are AMAZING!

6:39 am - 22 May 2020

3 Retweets 21 Likes



2 3 21

**Newham London** @NewhamLondon · May 22  
Replying to @ypesh  
Thank you for the kind words, we'll share this with colleagues.

1 1 1

**David Conroy** @conroydpscb · May 22  
Replying to @ypesh @rokhसानafiaz @NewhamLondon  
I've heard good reports.