



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 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
- 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 **4.05pm on 31 May 2020**:

- **274,762 cases** of coronavirus have been confirmed.
- There have been **38,489 deaths** in the UK.
- Newham has **1,003 confirmed cases**.
- We have had to reduce many council services to support social distancing or due to lack of staff.



Key updates for staff 02/06/2020

- We are making preparations for a **very limited return to office for some staff**.
- Our overriding priority is the **health, safety and wellbeing of our employees**.
- 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.
- 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 while 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.



Key updates for staff 02/06/2020

- As part of the preparation to return to work, we are making adaptations to our offices to **minimise the risk of contracting Covid-19 in the workplace.**
- **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.
- Reception areas will have **screens installed and controlled queueing systems for visitors.**
- To enable effective workspace cleaning, we also need to adopt a 'clear desk' policy.



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of Everything We Do**

Key updates for staff 02/06/2020

- The next **#AskAlthea** call is on **Thursday from 3.30-4pm**. You register to take part in the call via this link: <https://www.eventbrite.com/e/askalthea-a-virtual-town-hall-for-all-staff-in-newham-council-tickets-107522492670>
- 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 week** with moving over that would be fantastic. Please get it agreed with your manager and email Rebecca.Taylor@newham.gov.uk
- 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 (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 and ask for a chat with a Mental Health First Aider.
- 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 Wednesday (June 3) and Friday (June 5)**. To book a place email 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 today 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
- 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



Spotlight on befriending service

- Kundayi and Aiden are two of **amazing befrienders who call vulnerable residents** to check in with them as part of our #HelpNewham offer.
- She says: “Being a befriender means I can contribute to what Newham is trying to do with our HEART values...calling people in the community has been so rewarding.”
- **If you are interested in becoming a befriender**, please contact Rebecca Taylor Rebecca.Taylor@Newham.gov.uk. You will be fully trained, will only take a couple of hours a week, can be done from home and alongside your day job.
- **Watch a video of Kundayi** telling explaining her befriending work: <https://www.youtube.com/watch?v=Ssi2uJqX-RY&feature=youtu.be>
- And watch a clip of **Aiden explaining his role with the befriending service**: <https://www.youtube.com/watch?v=nf76iyAKUbY&feature=youtu.be>



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