



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 **4.23pm on 08 June 2020**:

- **287,399 cases** of coronavirus have been confirmed.
- There have been **40,597 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 09/06/2020

- Plans have now been agreed for how we will start to bring back **those staff who need to return to their place of work from the 15 June**. This will in the first instance only be for staff who cannot perform their role from home. Please **talk to your manager** but **for most of you there will be little immediate change**.
- If you **can work from home, you should continue to do so**.
- After this first group of staff, we will **next be considering those of you who want to come into the workplace to improve your wellbeing** and you will be able to come in at least some of the time on a **rota basis** but this will only be after discussions with line managers.
- If you are returning to **work from next week, your workplace will probably look quite different** as a cautious approach has been taken to layout in the offices so that social distancing can be observed. All of the arrangements continue to be actively **under review as Government guidance changes** and we see how the return to work goes in practice.



Key updates for staff 09/06/2020

- In effort to make our buildings Covid secure a number of changes have been implemented.
 - **New signage** in buildings.
 - Some of the **desks have been closed off** to maintain social distancing with red transparent covers on chairs and notices stating that the desk is not to be used.
 - There are **floor markings** to help guide people through particular **one-way** circulation routes.
 - Only **one person is allowed in a lift** at any one time.
 - **Entry and exit routes** to the building have been re-engineered to keep you safe.
 - There are **new cleaning regimes** and we have improved access to sanitizers and wipes.
- Operational desks are set up to be used with the new Smarter Newham devices – if **you don't have a device and you need to come into the office** you can request one from Smarternewham@newham.gov.uk
- The use of **face coverings on public transport will now be mandatory from 15 June** so please ensure that you are equipped.
- 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.

Return to work: Dockside

- We need to keep people safe and you have a key role to play in helping us achieve this. We have developed a **short video to help**. This video focuses on **Dockside**. Further videos will be available next week with details of working in other buildings.
- **Watch the film:** <https://vimeo.com/426234914/00956cabda>
- Across all of our estate, **building managers will be walking the floors to answer your questions**. They will also be ensuring that no one uses closed off desks and no one leaves personal belongings on desks overnight as this could disrupt cleaning regimes.
- **Remember: If you can work from home, you should continue to do so.**



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

Reminders for staff 09/06/2020

- **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.
- **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. Find out more about testing information on our dedicated webpage www.newham.gov.uk/staffinfo.
- 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.

