



Message from the Chief Executive Althea Loderick

I want to extend my ongoing thanks to you all. The past few months have been incredibly difficult for people in terms of their physical and emotional wellbeing. As services begin to reopen, we are asking a very limited number of colleagues to return to the workplace, to join the many that have been undertaking front-line duties throughout the Covid-19 pandemic. While a small number of you will be returning, many of you will continue working from home. We want to ensure we continue to support you regardless of where you are working. I know all staff are working above and beyond the call of duty to help us continue servicing our local community.

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 once a week on 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 recorded as of **3.58pm on 22 July 2020**:

- **296,377 cases** of coronavirus have been confirmed. **
- There have been **45,501 deaths** in the UK.
- Newham has **1,303 confirmed cases**. **

****Please note:** new recording methods were introduced on July 2, 2020 removing duplications in the government's testing regime and improved reporting of testing in local settings.



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Staff update: 23/07/2020

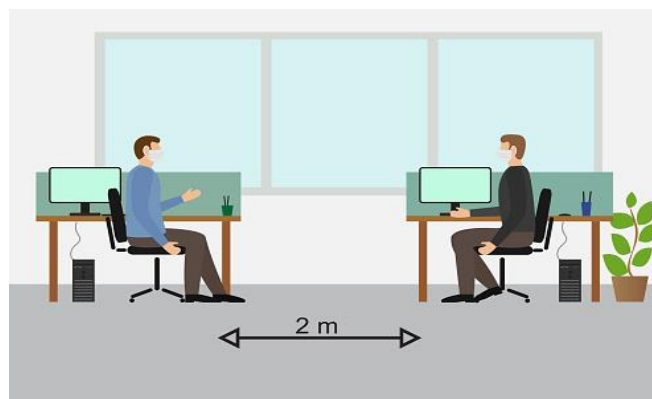
- The PM's last week announced employers were being given more discretion to bring employees back into work from the 1 August 2020.
- We are considering this announcement and the implications of future guidance. However, **the council's position remains that where you can work from home, you should continue to work from home.** We will notify you through the usual channels of any changes to this position.
- As long as social distancing is required in the workplace, **the maximum number of staff we can accommodate in our buildings will be significantly below normal levels.** Whatever the government guidance, we should assume there will still be **lots of homeworking over the coming months.**
- Newham has launched **staff networks to help improve staff engagement.**
- You don't have to directly associate with any of the groups, you could simply be interested in supporting the group's objectives. This is why we have added '+allies'. **To get involved**, please contact the network lead for each network directly.
- The networks and their nominated lead are:
 - **LGBT+ +allies** (Charlie O'Sullivan)
 - **Disability +allies** (Sophie Blow)
 - **Early Career +allies** (Lauren White)
 - **BAME +allies** (Monica Thomas)
 - **Women's +allies** (Rita Ajidagba)
 - **Carers +allies** (Nadia Haque)
 - **Faith +allies** (Shah Muhmud)



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Return to work – risk assessment

- **Covid-19 affects some people more than others** – including those with pre-existing health conditions, black & minority ethnic communities, older people, & affects men more than women.
- To enable us to make decisions about how and where people work, we are **asking everyone working onsite or in the office and everyone who is about to be asked to come back to onsite working, to work with your manager to complete a ‘Covid-19 Individual Vulnerability Questionnaire and Risk Assessment’**.
- This **risk assessment** will ensure that your manager discusses with you the **measures already put in place to make your working environment safer**, and that you **work together to consider any risk factors specific to you** and whether those risk factors require us to take more steps to support you.
- The **Covid-19 HR Guidance on safe attendance at the workplace is available** www.Newham.gov.uk/staffinfo (under “Return to Work”).
- **All managers will be sent a link to the risk assessment form, and to a step-by-step guide** on how to work with you to conduct the risk assessments.
- Your manager will also talk to you about other aspects, including your **arrangements for travelling to and from work** and whether we can help **stagger your start and finish times to avoid peak travel**.



Extra dates: Staff mental health training

- **There are extra dates available in August for online Mental Health Awareness training** for staff. The training will be delivered via Zoom and you will need to ensure your device has access to a microphone and a camera. The **four hour introductory course is designed to increase mental health awareness, provide an understanding of how to look after wellbeing** and challenge stigma towards mental health. The following dates are available:
 - 28th July 9.30am-1.30pm (Course code HAF296)
 - 30th July 10am-2pm (Course code HAF297)
 - 13th August 10am-2pm (Course code PMH400)
 - 18th August 12.30pm-4.30pm (Course code PMH401)
 - 20th August 9.30am-1.30pm (Course code PMH402)
 - 25th August 9.30am-1.30pm (Course code PMH403)
 - 26th August 12.30pm-4.30pm (Course code PMH404)
- On completion of the course you will get a certificate of attendance and a manual will be sent to your place of work for you to keep and refer to whenever you need it.
- If you **would like to attend and have your manager's authorisation, you can enrol** by calling the adult college on 01708 434 955 select option 1, and then option 1 again.



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Reminders for staff: 23/07/2020



- **Newham Rewards** is a new website exclusively for Newham staff offering discounts, cashback and little extras. Go online to www.newhamrewards.co.uk to register. **You will need an employee number to get started.**
- To celebrate the launch of Newham Rewards, we are **giving away five £20 vouchers for a supermarket of your choice.** To be in with a chance **to win, simply register for the portal by midnight on 31 July.** **Five winners will be picked at random on Monday 3 August** when we will announce the winners. If you have any questions, email us at wellbeing@newham.gov.uk.
- For those staff considering 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.
- Staff can also take advantage of the **Try Before You Buy cycle scheme.** Trial a new or nearly new bike for a monthly fee from £10 for kids / £20 for adults / £20 for folding / £50 for electric. Find out more: <https://www.newham.gov.uk/transport-streets/try-bike-scheme/1>
- 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.