



## 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](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 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](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 advice and guidance
  - Key messages for staff in Newham

# National and local status

The number of infections recorded as of **4pm on 19 August 2020**:

- **321,098 cases** of coronavirus have been confirmed.
- There have been **41,397 deaths** in the UK.\*\*\*
- Newham has **1,418 confirmed cases**.
- ***Please note: new recording methods were introduced in August, 2020.***  
*\*\*\*Denotes deaths within 28 days of a Covid-19 positive test.*



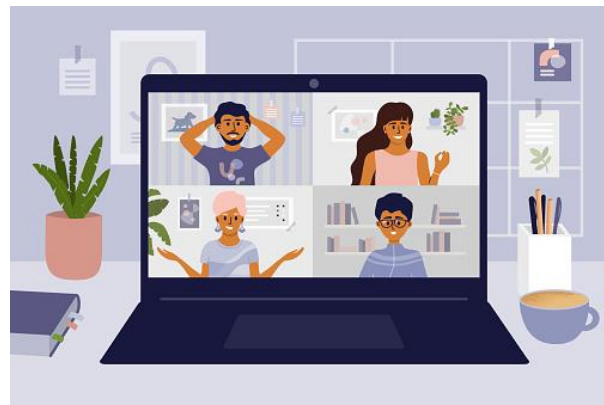
# Test and trace in Newham

- **Newham will be piloting the new test and trace app before it is rolled out nationally.** NHS Test and Trace are keen to hear from us about what is and isn't working, concerns residents have and how best to communicate at a localised and community level. They recognise that **Newham is well placed as being one of the most diverse places in the country to give important feedback** to help increase app take up and impact.
- **Letters will be received by every Newham household** which should arrive by the end of the week.
- You can find out more about the roll out:  
<https://www.newham.gov.uk/news/article/488/new-nhs-test-and-trace-app-to-be-rolled-out-to-newham-residents-to-beat-covid-19>
- **FAQs are also available:** <https://faq.covid19.nhs.uk/>.
- Staff are encouraged to join a webinar tomorrow (Friday) to learn more about the rollout.
- If you cannot attend, these sessions will be recorded.
- Friday: 9-10am: Zoom: Meeting ID 925 4481 5298 Passcode 262283
- Friday: 12.45-1.45pm: Zoom: Meeting ID 926 9831 2750 Passcode 981444
- If you have general questions or feedback please contact [Rebecca.Eligon@newham.gov.uk](mailto:Rebecca.Eligon@newham.gov.uk).
- More key messaging to support you and your networks will be provided in the coming weeks. It is not yet confirmed but NHS Test and Trace anticipates the App will be rolled out nationally from the autumn. However, the app team are keen to continue working with Newham over the coming weeks and months to get insight from us which will help shape the approach across the whole country.

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# Staff update: 20/08/2020

- The next **#AskAlthea call will be held today (20 August)**, from 1.30-2pm. The call will be hosted on Zoom and you can join via the link below and think of a question you would like Althea to answer – nothing is out of bounds. Join the call using the Zoom or via phone just before 2pm.
- Call: 0208 080 6591 or Zoom: Meeting ID: 957 8859 3876, Passcode: 184909.
- **Remote working staff are asked to complete the DSE (Display Screen Equipment) questionnaire and condensed DSE assessment. This will support the distribution of equipment where required.** Managers are asked to review the condensed DSE assessments for their team and where, applicable, approve any specialist equipment. DSE Questionnaire: [https://newham-dash.achieveservice.com/en/service/DSE\\_Remote\\_Working\\_Phase\\_1](https://newham-dash.achieveservice.com/en/service/DSE_Remote_Working_Phase_1)
- Learning and development has organised a number of instructor-led, virtual face-to-face courses which cover a selection of topics – including navigating ambiguity, managing conflict, delegating, leadership, remote management, personal resilience, priorities management, corporate report writing and more.
- If you would like to reserve a place or find out more information about the courses on offer, please contact the L&D team at: [CEX-HRLearning&Development@oneSource.co.uk](mailto:CEX-HRLearning&Development@oneSource.co.uk)



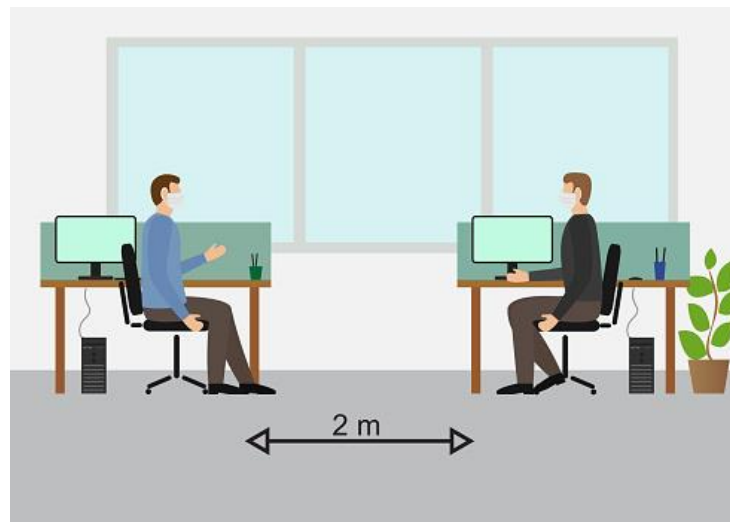
# Social distancing reminder: 20/08/2020

- As we continue to gradually reopen our core services and a limited number of offices, it is imperative that we all continue to remain vigilant and observe social distancing and safe working in the office.
- If you are working onsite, you have a responsibility to ensure you do everything you personally can to ensure our workplaces are 'Covid-19 secure'. Social distancing is a new habit to adopt so if someone reminds you to keep your distance, please accept that request in the spirit it is intended, which is keeping us all safe.
- We have **increased cleaning regimes & improved access to sanitisers & wipes**: please use these to minimise the risk of infection.
- **Only one person is allowed in a lift at any one time** – enclosed spaces increase the risk of infection.
- Staff are to **observe and follow directions provided by all signage** in our buildings.
- **Staff are to use stairs to go down & elevators to go up** floors (unless they cannot use stairs).
- Some of the **desks have been closed off to enable staff to maintain social distancing**, staff are to only use the desks identified as being available to use.
- Staff are to maintain the **2 metre distancing rule at all times** (wherever practically possible) when working in any Council building.
- Staff must **maintain the 'clear desk' policy** to reduce infection risk and enable ongoing effective cleansing of workstations.



# Return to work – risk assessment

- 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’**.
- The **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](http://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**.



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# Staff reminders: 20/08/2020

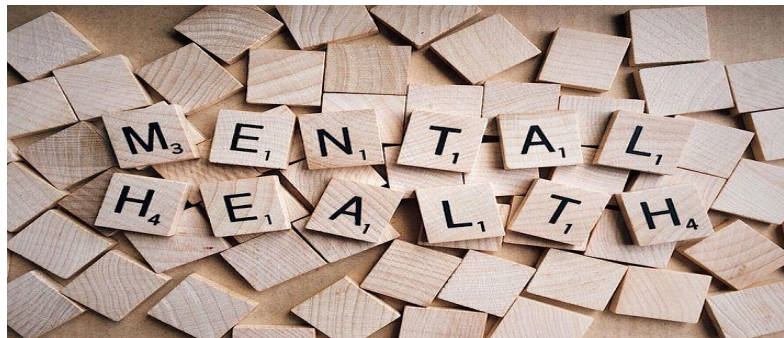
- New e-learning courses are available including: **Understanding Race Bias, Cultural Awareness, Bullying and Harassment, The Effective Bystander, Inclusion Essentials, The Impact of Micro-Behaviours**, and many more! **Courses can be accessed via the intranet.** If you experience any issues, please contact the Learning and Development Team via email [CEX-HRLearning&Development@oneSource.co.uk](mailto:CEX-HRLearning&Development@oneSource.co.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](http://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](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.





# Reminder: 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:
- 25<sup>th</sup> August 9.30am-1.30pm (Course code PMH403) and 26<sup>th</sup> 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. Or email [wellbeing@newham.gov.uk](mailto:wellbeing@newham.gov.uk).
- Margaret Fasanya has set up a **Newham Staff Walking Group** to promote Mental Health and Wellbeing. The walks will explore open spaces and forests including Epping Forest and take place either every Saturday, or fortnightly in the morning or afternoon, and will take 2 hours.
- For staff to express their interest email [margaret.fasanya@newham.gov.uk](mailto:margaret.fasanya@newham.gov.uk)



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