



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 advice and guidance
 - Key messages for staff in Newham
 - Please note: the gov.uk Covid dashboard is currently unavailable for latest statistics.

Test and trace in Newham

- **Staff who are Newham residents should have received their access code for the new NHS Test & Trace App pilot over the weekend.** Please download the App and use it. The app will help us track the virus and notify residents who may have been in contact with someone who has tested positive for COVID.
- If you are a **frontline member of staff who works out and about in Newham, but lives outside of the borough, a code is being organised for you** and you will receive it by the end of this week. If you have any further questions or queries about this or the app, please email testandtraceapp@newham.gov.uk
- There are **FAQs and lots of information and tools to help you help residents to download and use the app** here: www.newham.gov.uk/testandtrace
- **The Mayor** also promotes the app in this video: <https://twitter.com/NewhamLondon/status/1296742339411693570?s=20>



**WE ARE NEWHAM
WE CAN HELP
STOP CORONAVIRUS
LET'S GET THE APP**

It warns when you are at risk of infection

**NHS Test and Trace App
DOWNLOAD NOW**

Download on the App Store

GET IT ON Google Play

NHS
Test and Trace

SW12 area risk level is HIGH

Contact tracing active

Venue check-in

Report symptoms

Read latest advice

How the app works

Contact tracing

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Staff health and wellbeing

- If you, or a colleague, is feeling emotionally **overwhelmed, stressed or depressed**, or you would like a friendly ear, you **can book a half an hour call with a Mental Health First Aider** by emailing Wellbeing@newham.gov.uk. All items discussed are **confidential** and remain between you and the first aider unless, you are in danger of harming yourself or others, then normal safeguarding procedures will be followed.
- HR are hosting **wellbeing conversations for staff** called 'Time to Talk' – A Conversation Worth Having.
- They are seeking colleagues from across the council to undertake training. Training will tap into people's existing skills and qualities and offer workshops for further skills development.
- Sessions will cover **focused conversations, reflection to resolution, restorative approaches, simple tools and techniques, anxiety, resilience and growth, impact of Covid-19** and will draw local, national and international research.
- The courses will run in two groups:
- **Wednesday group** - 2, 9, 16, 23 and 30 September, and 7 October
- **Thursdays group** - 2,10,17 and 24 September, and 1 and 7 October
- Book a place by emailing: wellbeing@newham.gov.uk



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Social distancing reminder: 27/08/2020

- As we continue to reopen our core services and a limited number of offices, we must 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** (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: 27/08/2020

- 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
- 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).



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