



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 advice and guidance
 - Key messages for staff in Newham

National and local status

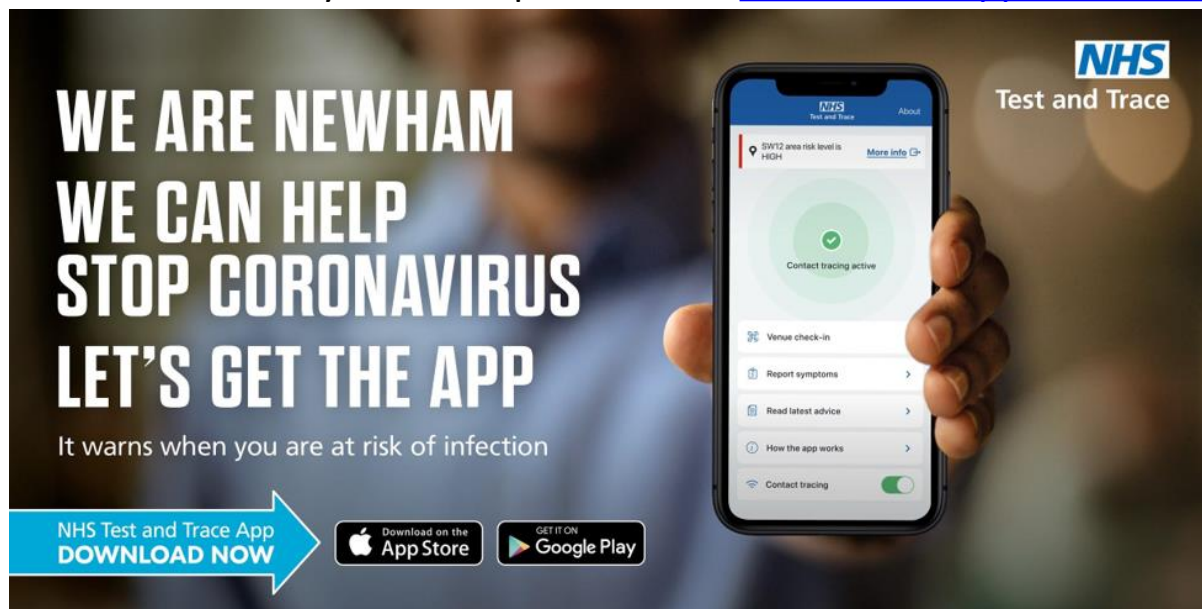
The number of infections recorded as of **4.34pm on 2 September 2020**:

- **338,676 cases** of coronavirus have been confirmed.
- There have been **41,514 deaths** in the UK.***
- Newham has **1,493 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

- The **NHS Test & Trace App pilot has launched in Newham** and it's important that we all get behind this project and do everything we can to **encourage residents and eligible staff** from across Newham's diverse communities **to download and use the app**.
- If you are a Newham resident or are a frontline member of staff who works out and about in Newham, but lives outside of the borough, **you will have been sent a code**, please download the App and use it.
- 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/>.
- If you have any further questions or queries about the app, or are a member of staff and want us to re-send your code, please email testandtraceapp@newham.gov.uk



**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

SW12 area risk level is HIGH
More info

Contact tracing active

Venue check-in
Report symptoms
Read latest advice
How the app works
Contact tracing

NHS Test and Trace App
DOWNLOAD NOW

Download on the App Store
GET IT ON Google Play

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

Staff update: 03/09/2020

- We are looking for **volunteers to be part of the organising and judging process** for a brand new award series – the **Newham Colleague Awards**.
- The awards will shine a light on the commitment, dedication and innovation shown by colleagues on a daily basis to put people at the heart of everything we do. **They will reward people who demonstrate our HEART values of Honesty, Equality, Ambition, Respect and Together.**
- You will get to nominate people to be considered for these awards, and a group of your peers – the Newham Colleague Awards Stakeholder Group – will oversee the judging process. Awards will be presented by the Chief Executive at a glittering (well Zoom) awards ceremony. In the next fortnight we will be providing details of, and seeking nominations for, the first awards.
- If you would like to work alongside the existing members of the Newham Colleague Award Stakeholder Group to help us organise these brand new awards get in touch: colleagueawards@newham.gov.uk.



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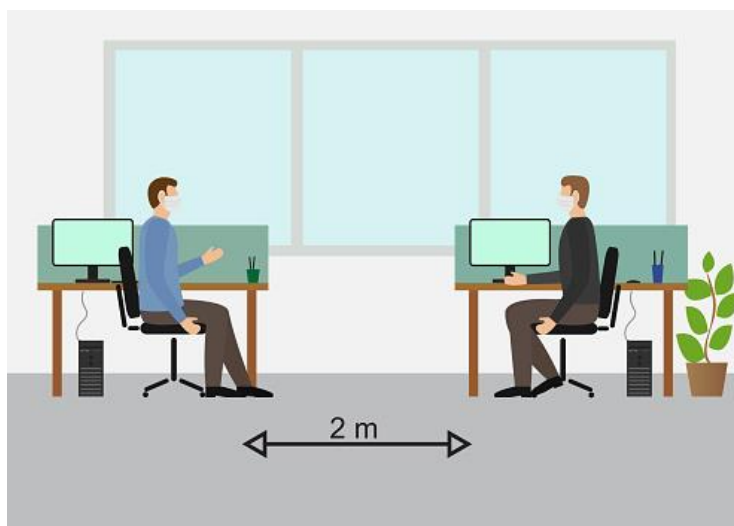
Social distancing reminder: 03/09/2020

- 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**.



**People at the Heart
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Staff reminders: 03/09/2020

- 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). You can also contact hr@newham.gov.uk and ask for a chat with a Mental Health First Aider.



Reminder: Staff mental health awareness 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:
 - 16th September 12.30pm-4.30pm (Course code PMH413)
 - 17th September 9.30am-1.30pm (Course code PMH414)
 - 21st September 10am-2pm (Course code PMH415)
 - 22nd September 1pm-5pm (Course code PMH416)
 - 23rd September Noon-4pm (Course code PMH417)
 - 24th September 9am-1pm (Course code PMH418)
 - 28th September 9.30am-1.30pm (Course code PMH419)
 - 29th September 12.30pm-4.30pm (Course code PMH420)
 - 30th September 1pm-5pm (Course code PMH421)



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Staff mental health first aid

- **Mental Health First Aid (MHFA)** is an internationally recognised training course, designed to **teach people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis**. Learners must have attended the four hour awareness course and will need to attend all four of the following online sessions and do some pre-course reading to achieve certification.
- If you would like to attend **and have your manager's authorisation**, please enrol by calling the adult college on 01708 434955 select option 1, and then option 1 again. The office will be open for enrolment Monday to Friday 8.30am-4.30pm.
- Alternatively you **can register online** where you will then receive a link to register with the awarding body, Mental Health First Aid England. They require your full name, date of birth and home address to be able to send you a workbook to your home address. Register:
https://forms.office.com/Pages/ResponsePage.aspx?id=4Wk2NRiX-Eab7ZWvyHdsilC5iyT_S-BJp4i0N13vV2FUOFIWSkFXQ0dOM1ZGTVFNMVJJQkpUQjM3UC4u
- The next dates for the 4 session course is as follows:
- Session 1 – 17th September 9.30am-12.30pm
- Session 2 – 18th September 10am-12.30pm
- Session 3 – 24th September 10am-noon
- Session 4 – 25th September 10am-noon



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