



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 **3.50pm on 9 September 2020**:

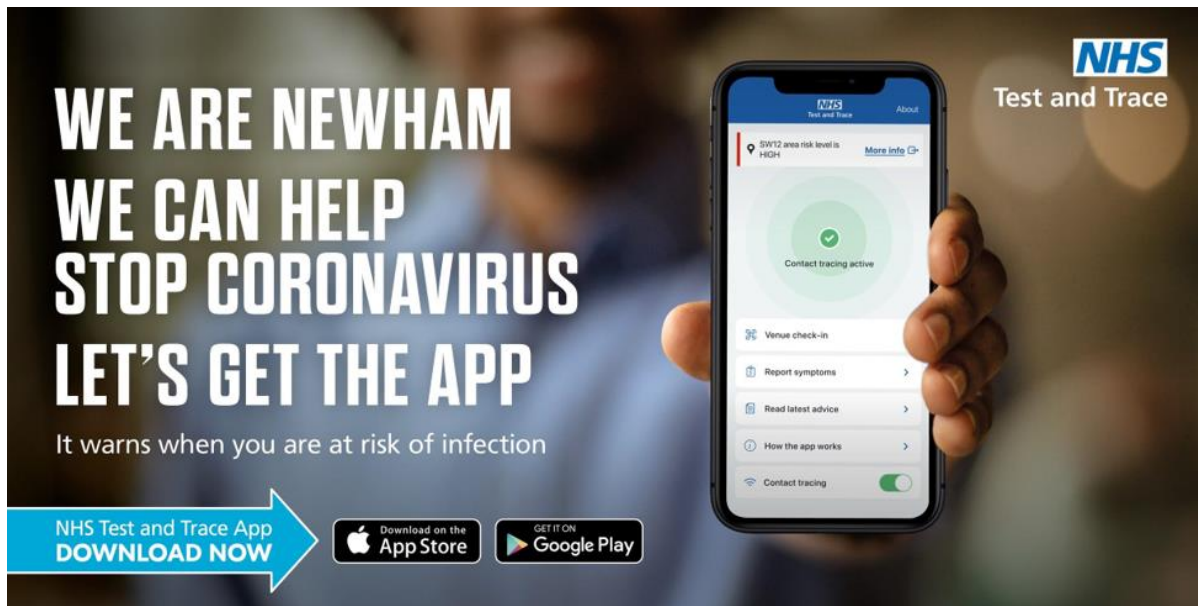
- **355,219 cases** of coronavirus have been confirmed.
- There have been **41,594 deaths** in the UK. Of those **211** were in Newham.
- Newham has **1,605 confirmed cases**.
- Public Health Newham have also created a **weekly dashboard of Covid-19 information**: <https://www.newham.gov.uk/coronavirus-covid-19/covid-dashboard/1>



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Test and trace in Newham

- We're continuing to encourage staff to take part in the **NHS Test & Trace App pilot by downloading and using 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 App
DOWNLOAD NOW**

Download on the App Store

GET IT ON Google Play

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

**People at the Heart
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Staff Awards

- As part of our drive to acknowledge the commitment, dedication and innovation shown by colleagues on a daily basis to put people at the heart of everything we do, we are launching the **Newham Colleague Awards**.
- Nominations are now open for three awards:
 - The Outstanding Covid-19 Redeployee Award;**
 - The Outstanding Covid-19 Volunteer Award; and**
 - Outstanding 'Business As Usual' Covid-19 Team Award**
- The awards recognise the **fantastic work colleagues** have undertaken over the past few months to support each other, and Newham residents, through the pandemic.
- If these awards are well received, **we will look to launch new award categories**.
- If you have any questions about the awards or would like help with completing the nomination form contact us at colleagueawards@newham.gov.uk or phone 01708 431266.
- **Nominations close Wednesday 30 September at 5pm.**



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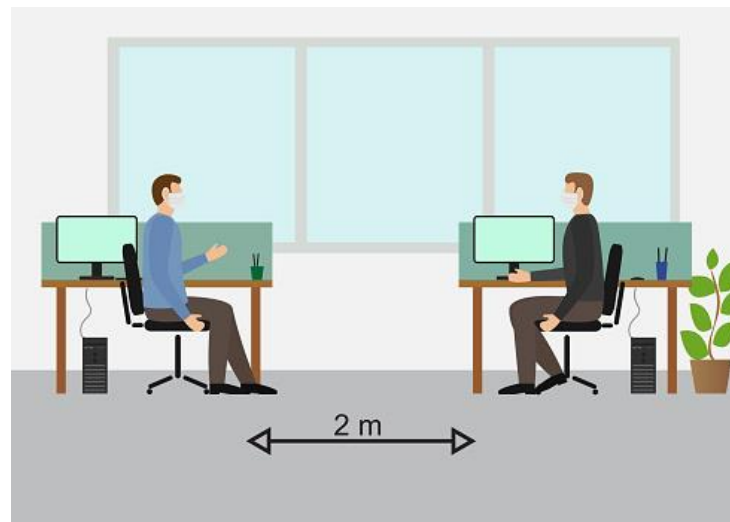
Social distancing reminder: 10/09/2020

- Staff are being reminded to **not be complacent** when it comes to following the public health guidelines when working on site.
- 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 directional signage** in our buildings.
- **Staff are to use stairs to go down & elevators to go up** floors (unless they cannot use stairs).
- Some of **desks have been closed off to enable staff to maintain social distancing**, Only use 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.
- Three short films show how social distancing measures have been implemented in some of our buildings.
- **Working at Beckton Road:** <https://vimeo.com/429076338/e797f3c2d3>
- **Working at Bridge Road:** <https://vimeo.com/429199707/35a8c9de7d>
- **Working at Dockside:** <https://vimeo.com/426198190/3d62b55828>



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 forum update: 10/09/20

- The newly formed **LGBT+ Staff Network** invites you all to their first after-work zoom 'pub quiz' in order to introduce themselves to you all!
- This will take place on **Wednesday 16 September between 6-7.30pm**. The quiz will start at 6pm but please feel free to join the session earlier for an opportunity to network with other colleagues.
- For additional information please contact LGBT+StaffNetwork@newham.gov.uk
- Join Zoom Meeting Meeting ID: 971 3010 1860 Phone: 0330 088 5830.
- Following the first **Black, Asian and Minority Ethnic (BAME) Staff Forum** meeting, subsequent meetings have been arranged, all at 10-11.30am:
- **10 September – Join Zoom Meeting**
- Meeting ID: 981 3609 9121
- Passcode: 416246
- Phone: 0203 901 7895
- **1 October – Join Zoom Meeting**
- Meeting ID: 984 0153 7251
- Passcode: 352162
- Phone: 0208 080 6591



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Join our emergency response team



- As part of the Council's continuing commitment to improving its emergency response, we are looking for **highly motivated people who share a commitment to supporting our communities** when they need it the most.
- All interested staff will be **supported by the Council throughout and be trained by experts.**
- Payment will be provided via a **monthly standby allowance.**
- We are particularly interested in hearing from **staff who live in the borough** but all members of **Newham Council staff may apply for the roles.**
- Applications are open until **Tuesday 6 October 2020**
- If you are interested in one of the roles it will **be in addition to your day job** with the Council.
- After registering your interest, you will be invited to training sessions for the roles. After satisfactorily **completing the training** and once you are confident to take up the post, you will be signed up to **one of the on-call rotas.**
- As part of a standby rota you are liable, when on duty, to be called out in **response to emergencies** as and when they happen.
- We are recruiting to the following posts
- **Borough Emergency Coordination Centre (BECC) Manager**
- **Borough Emergency Centre Coordination Centre (BECC) Officer**
- **Emergency Centre (EC) Manager**
- **Emergency Centre (EC) Officer**
- To find out more email Andrew.Pritchard@Newham.gov.uk

**People at the Heart
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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)



**People at the Heart
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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



Staff update 10/9/20

- The Newham Council Travel and Subsistence policy has been **updated to include guidance on, how Oyster cards may be used for travel by employees in the performing their official duties.**
- Oyster cards may be used for travel **necessarily incurred by employees in the performance of their official duties.**
- It is the responsibility of employees to **use Oyster cards sensibly** in accordance with the principles set out in this policy.
- **A review of card usage should be carried out on a weekly or monthly basis** and this will depend on the frequency of journeys or the number of cards in use.
- **Managers are responsible for registering Oyster cards used within their teams** and services on the Transport for London website so that card usage can be monitored.
- Find out more about the updated travel and subsistence policy www.newham.co.uk/staffinfo (Return to Work)



10 September 2020

**People at the Heart
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