



## 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 **4.12pm on 16 September 2020**:

- **374,228 cases** of coronavirus have been confirmed.
- There have been **41,684 deaths** in the UK. Of those **212** were in Newham.
- Newham has **1,695 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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# Hands. Face. Space.

- The most important thing everyone can do is remember the basics - **Hands. Face. Space.**
- **Staying home is key:** If you have symptoms **isolate for 10 days**. Do this until you have a negative test. If you live with someone or have had close contact with someone who has symptoms you need to **isolate for 14 days**, having your own test, unfortunately, doesn't make a difference as you may still be incubating the virus. Only if the person who had symptoms is negative can you stop isolating.
- **Stay 2m away from people you don't live with; wash your hands regularly; wear a face-covering inside and outside if you can't stay 2m from people.**
- **Ask for help when you need it:** isolating is hard, particularly when we've just started to come back into seeing people. And limiting who we see is hard. Newham's COVID-19 help line remains open 1pm-7pm, 7 days a week on 0207 473 9711 (1-7pm, 7 days a week).



# Testing

- If you have symptoms, stay home for 10 days and to try and get a test if you can.
- We know that there are **issues accessing testing at the moment**. Please keep **trying to book online and stay home for 10 days from when symptoms started**.
- If you are worried about your symptoms **please call NHS 111 or your GP**.
- The walkthrough test site in East Ham is currently seeing high demand so **you should not attend without a booked test** (as you may not be able to get a test as a walk-up).
- If you live with someone who has symptoms you **need to stay home for 14 days**.
- If you have been in close contact with someone who has received a positive test or has symptoms, **stay home for 14 days**.
- If you develop symptoms during isolation, **try to get a test and stay home**.
- Please **do not get tested if you have no symptoms**.
- The new NHS Test and Trace App is an additional tool that you can use to help keep yourself safe and stop the spread of the virus.  
[www.newham.gov.uk/testandtrace](http://www.newham.gov.uk/testandtrace)
- **Health and social care COVID-19 priority testing is available.**
- NHS and Social Care staff and members of their household can access priority testing if they have symptoms via the NEL Portal:  
<https://nhscovidtestlondon.onk2.com> or by calling 0191 691 3656.



# Rule of 6

- You can meet up to 5 other people – maximum of 6 in a group including yourself. The new rule applies to people in private homes, indoors and outdoors, and places such as pubs, restaurants, cafes and public outdoor spaces.
- It applies to all ages in England.
- Continue to follow social distancing rules – 2 meters between people from different households.
- Limit how many different people you see within a short period of time.
- **Meet people outdoors where practical:** meeting people outdoors is safer than meeting people indoors because fresh air provides better ventilation.
- People who **ignore the rule of 6 could be fined £100 - doubling with each offence to a maximum of £3,200.**
- **This rule does not apply for workplaces, childcare and education settings, including supervised activities, organised sport or exercise classes.**
- **Rule of 6 FAQs:**  
[https://mcusercontent.com/2b26ae8ae25bebde6de87b7ae/files/187b71ca-c547-4a02-8e10-53e241cb2d75/Rule\\_of\\_6\\_FAQs.pdf](https://mcusercontent.com/2b26ae8ae25bebde6de87b7ae/files/187b71ca-c547-4a02-8e10-53e241cb2d75/Rule_of_6_FAQs.pdf)
- If there is either a **second wave or localised clusters of infections, restrictions that have been relaxed could be re-imposed.** In the unfortunate event of a second wave, libraries, community centres, non-essential shops would be closed and you will be asked to stay at home, or maintain two metre social distancing if you need to go out for food or other essential supplies.



# Social distancing reminder: 17/09/2020

- 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

- We have now **opened 21 of our buildings**, but with social distancing measures in place, we only have **635 fixed desk spaces available across our estate**. In February, the equivalent figure was 3,000.
- Our advice remains - if you can work from home, you should continue to do so.
- Corporate Directors are aware that **some staff currently working full-time from home feel that they would benefit from having at least some access to a desk in one of our offices**. In addition, some teams would benefit from being co-located in an office, possibly just for the occasional team meeting, or to deliver a specific collaborative piece of work.
- **Desk allocations have been reviewed, and each directorate has now been allocated dedicated space in specific buildings.**
- Over the coming week, your **Corporate Director will be in touch with you to let you know your directorate's allocation, and the specific process you should follow** to access one of your directorate's desks for a day a week or possibly more.
- Desks will be allocated to:
  - a) people that cannot perform their role working from home;
  - b) people that have a wellbeing need to come into the office for a day a week or more;
  - c) people that work in teams that have a need to co-locate in the office for a certain proportion of the week.
- Anyone that is to come into the office on a regular basis should work with their manager to complete an Individual risk assessment.

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# Staff Awards: time to nominate

- 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](mailto:colleagueawards@newham.gov.uk) or phone 01708 431266.
- **Nominations close Wednesday 30 September at 5pm.**



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# Tackling racism, inequality and disproportionality

- We want to hear **your views, your experiences of racism and inequality and most importantly gain insight from your perspective** of what it's like to work here at Newham Council.
- A short anonymous survey will soon be circulated. Your voice matters and we want to hear from as many of you as possible. We will also be running '**Time to talk about injustice**' sessions where we encourage you to communicate with us openly and transparently in a safe non-judgemental environment. **This is our opportunity to collaborate strongly as 'one team, one Council' shaping and developing future initiatives for the programme.**
- We will be holding separate Officer and Manager Sessions for an initial period of 6 weeks and staff from all backgrounds are welcome. The sessions will be held on Zoom with a limit of 15 people per session to allow enough time for everyone to have their say.
- If you would like to attend, please contact us at [RaceEquality@Newham.gov.uk](mailto:RaceEquality@Newham.gov.uk) with the date and session you want to attend and we will respond to confirm:
- **Tuesday 22 September 11am-12:30pm – Officer Session**
- **Wednesday 23 September 11am-12:30pm – Manager Session**
- **29th September 2pm-3.30pm – Officer Session**
- **2nd October 2pm-3.30pm – Manager Session**



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# Staff forums & apprenticeship awards

- **Have you been working at Newham for less than 5 years? Are you younger than 27?**
- **OR are you the manager of young staff, including apprentices, or new starters to the Council?**
- If any apply to you, come and join us at the first **Young Person & Early Career Network Meeting** on 23 September from 2-4pm using the following Zoom link:
- <https://zoom.us/j/91690801743>
- The meeting is a chance to get to know other young members of staff, meet people who recently started working at Newham during lockdown and share top career tips. **This is also your chance to have your say in how Newham can better support its young staff.**
- **For more information, please email co-chair [sophie.blow@newham.gov.uk](mailto:sophie.blow@newham.gov.uk).**
- **National Apprenticeship Awards 2020** allows apprentices to put themselves forward (rather than only one nomination being allowed from each employer) for the following categories.
  - Intermediate Apprentice of the Year (level 2)
  - Advanced Apprentice of the Year (level 3)
  - Higher or Degree Apprentice of the Year (level 4+)
- **Closing date for nominations is Friday 25 September**
- Apply: <https://appawards.co.uk/> or
- Email: [apprenticeships@onesource.co.uk](mailto:apprenticeships@onesource.co.uk) for more information.



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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](mailto:Andrew.Pritchard@Newham.gov.uk)

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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:
  - 21st September 10am-2pm (Course code PMH415)
  - 22<sup>nd</sup> September 1pm-5pm (Course code PMH416)
  - 23<sup>rd</sup> September Noon-4pm (Course code PMH417)
  - 24<sup>th</sup> September 9am-1pm (Course code PMH418)
  - 28<sup>th</sup> September 9.30am-1.30pm (Course code PMH419)
  - 29<sup>th</sup> September 12.30pm-4.30pm (Course code PMH420)
  - 30<sup>th</sup> September 1pm-5pm (Course code PMH421)



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