



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 **4pm on 23 September 2020**:

- **409,729 cases** of coronavirus have been confirmed.
- There have been **41,862 deaths** in the UK. Of those **213** were in Newham.
- Newham has **1,839 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>



People at the Heart
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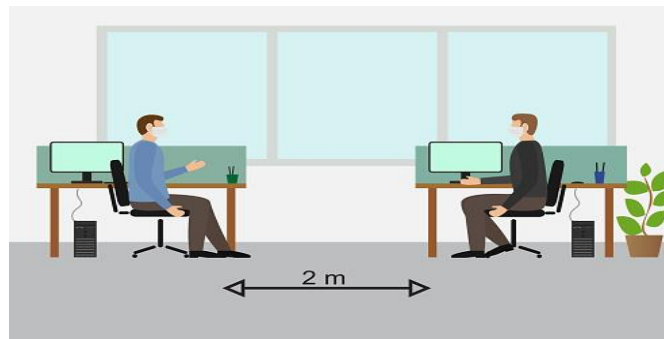
Hands. Face. Space.

- 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).



Social distancing reminder

- With the number of **new Covid-19 cases on the rise both in Newham and nationally**, it is vital **that everyone that does access our offices or other work sites follows all of Newham's workforce social distancing protocols.**
- Staff are to maintain the **2 metre distancing rule at all times** (wherever practically possible) when working in any Council building.
- 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 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.
- Any **one-way building circulation advice and meeting room capacities should be strictly followed.**
- You should make **increased use of the hand sanitisers and desk wipes that have been made available at our open sites.**
- **Strictly follow any advice on face coverings or personal protective equipment that you have been issued with** in relation to your particular role.



Access to the workplace

- Keeping **colleagues safe during the Covid-19** pandemic is an absolute priority.
- Following the government announcement on new measures designed to reduce the transmission of the virus, it is **important that we all follow the below advice around working from home, accessing the office, social distancing and other measures.**
- **If people can do their job from home, they should work from home.** Newham's overall approach remains that if you can work from home, you should continue to do so.
- For those **people that do need to access the offices, we have 21 buildings that are 'Covid-19 secure'**. Your directorate will be communicating with you about how you can access spaces in those buildings should you absolutely need to do so.
- Anyone that **does have an absolute need to come in to the office on a regular basis should have worked with their manager to complete an Individual risk assessment before coming into the office.** The individual risk assessment form will be taken offline for a week next week to allow us to update it in line with changes to the Association of Local Authority Medical Officers (ALAMA) form. If you haven't worked with your manager to fill in the form by close of play this week, you will not be able to access the office next week.
- Those that absolutely **cannot perform their role whilst working from home** and that are returning to an office for the first time **should watch one of our 'Covid-19 secure office' films:**
- **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>
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**People at the Heart
of Everything We Do**

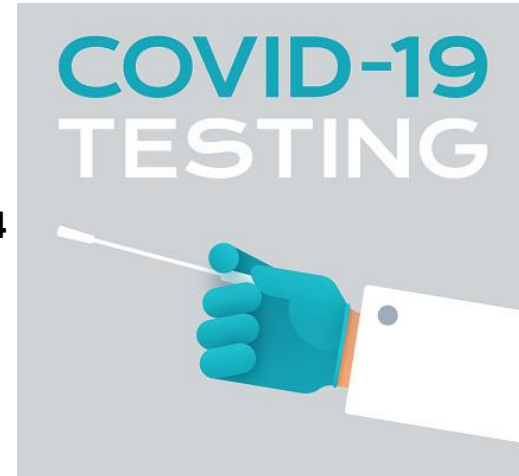
Rule of 6

- You can meet up to 5 other people – **a 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 metres 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://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>
- If there is either a **second wave or localised clusters of infections, further restrictions may be put in place.**



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
- **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://nhs covidtestlondon.onk2.com> or by calling 0191 691 3656.



Staff Awards: last chance to nominate

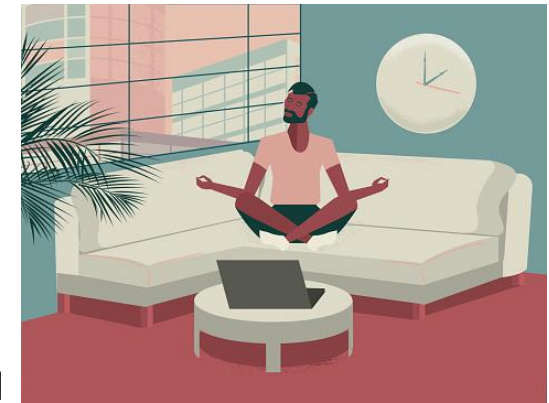
- As part of our drive to acknowledge the commitment, dedication and innovation shown by colleagues on a daily basis to put people at the heart of everything we do, we are launching the **Newham Colleague Awards**.
- Nominations are now open for three awards:
The Outstanding Covid-19 Redeployee Award;
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 or phone 01708 431266.
- **Nominations close Wednesday 30 September at 5pm.**



**People at the Heart
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Staff health and wellbeing

- Did you know that **musculoskeletal problems are the most common reason for absence** from work?
- Our daily work **lives are becoming more sedentary and usually in an unhealthy seated position.**
- Learn how to **improve your posture and back care awareness while at work** at our webinar on **Wednesday 7 October at 10-11am or 2-3pm** and get expert advice and guidance from trained wellbeing coaches.
- To book your place email Wellbeing@newham.gov.uk with the time you would like to attend.
- **There are extra dates available in September 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:
 - 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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Black History Month

- Historian and TV personality, **David Olusoga launches Newham's Black History Month programme with an online discussion about what Black Lives Matter means** in the context of Black British history. The event will be facilitated by award-winning human rights campaigner, writer and artist, Zita Holbourne.
- Newham Council will host a programme of activity that responds to the theme of **Strength, Courage, Determination**.
- The programme is part of **Newham Unlocked, the Council's new-look cultural festival of events and activities that highlight the rich and diverse mix of creativity** that exists in the borough, to ensure that residents get the chance to experience the richness of a vibrant and diverse cultural community.
- The programme will mostly be online, but there will be some physical events, all of which will be held safely, following Covid-19 guidelines.
- For information about Black History Month and how to book onto events visit www.newhamblackhistory.org or contact monica.thomas@newham.gov.uk.



24 September 2020

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