



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 **4.10pm on 30 September 2020**:

- **453,264 cases** of coronavirus have been confirmed.
- There have been **42,143 deaths** in the UK. Of those **215** were in Newham.
- Newham has **1,229 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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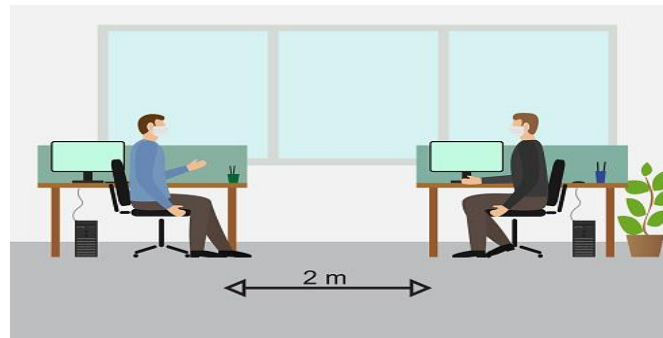
Hands. Face. Space.

- 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).



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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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.



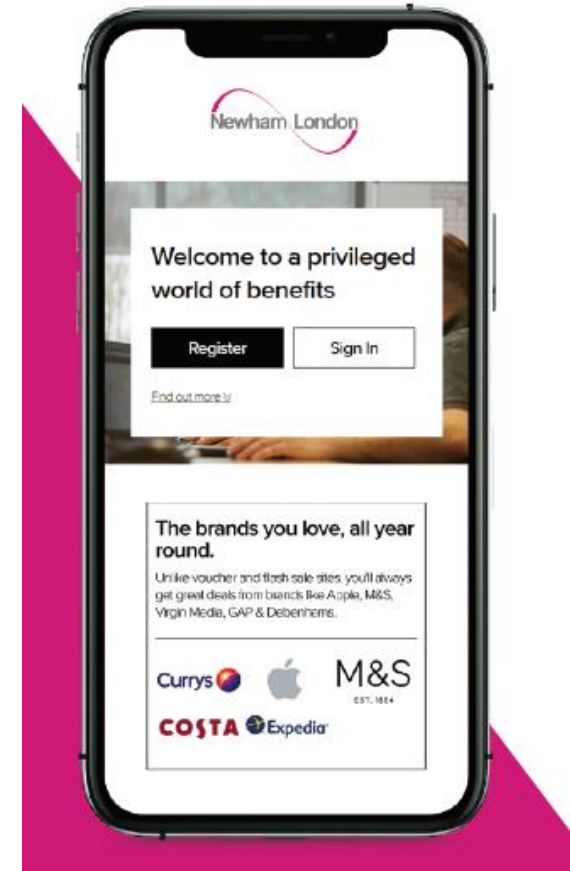
Testing

- 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://nhscovidtestlondon.onk2.com> or by calling 0191 691 3656.



Staff pay and other rewards

- A **pay award of 2.75 per cent has been agreed for Local Government staff (non-teaching)** and we are working hard to implement this at the earliest opportunity.
- The timing of the pay agreements this year presented us with a more challenging situation than usual. With the implementation of Fusion, work will begin to design, test and implement the new rates. This will take some time and to mitigate any risk of error, **the increase will be paid in November together with arrears backdated to 1 April 2020.**
- Have you **signed up for Newham Rewards?** It is a new website that gives all Newham colleagues discounts, cashback and little extras.
- All you have to do is **register at www.newhamrewards.co.uk**. You **need your employee number** to get started.
- The site gives you **access to over 3,000 discounts, cashback, shopping cards, vouchers and savings** with many of your favourite brands.
- For more information contact wellbeing@newham.gov.uk
- Since we launched it, we already have colleagues taking advantage of the fantastic discounts being offered by major retailers such as Argos, Marks & Spencer, Currys, John Lewis and ASDA Groceries, so don't miss out.



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Tackling racism and inequality

- The next **'Time to talk about injustice' sessions** are filling up fast.
- We encourage staff to take part to communicate with us openly and transparently in a safe non-judgemental environment.
- The sessions are on Zoom and **staff from all backgrounds are welcome**. If you would like to attend, please contact us at RaceEquality@Newham.gov.uk with the date and session you want to attend and we will respond to confirm:
 - Tuesday 6 October 11am-12.30pm
 - Tuesday 13 October 11am-12.30pm
 - Tuesday 20 October 11am-12.30pm
 - Wednesday 28 October 2-3.30pm
- **Staff are also encouraged to take part in our confidential staff survey** – Tackling Racism, Inequality and Disproportionately: <https://www.newham.gov.uk/coronavirus-covid-19/staff-info/8?documentId=374&categoryId=20143>
- If you need help with completing the survey, confidential telephone support is available - please email RaceEquality@newham.gov.uk with the date and time you are available. The **survey closes on Sunday 11 October**.



Staff health and wellbeing

- 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.
- Newham is committed to **supporting staff wellbeing** through a range of targeted initiatives. These programmes are particularly important during this period of disruption due to COVID-19 pandemic. As a result, a range of initiatives have been introduced, including the creation of a **Time to Talk Network**.
- **Time to Talk sessions give every staff member access to the opportunity to discuss issues of importance and concern to them confidentially.** These talking and listening opportunities allow for a moment of calm reflection and planning which aims to assist individuals to gain some space and clarity in the face of often distressing and unsettling life events.
- **Talking opportunities are offered across of a variety of media, i.e. the phone, zoom or potentially in person at Dockside.**
- To book a session email: wellbeing@newham.gov.uk and you will be referred to a Time to Talk person to support your wellbeing.



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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.



01 October 2020

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