



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 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 07 October 2020**:

- **544,275 cases** of coronavirus have been confirmed.
- There have been **42,515 deaths*** in the UK. Of those **217*** were in Newham.
- Newham has had **2,339 positive cases since the start of pandemic.**
- Public Health Newham have also created a **weekly dashboard of Covid-19 information**: <https://www.newham.gov.uk/coronavirus-covid-19/covid-dashboard/1>

** Where death has occurred within 28 days of positive Covid test*



Flu vaccinations

- **Newham are providing flu vaccines to all frontline staff who are NOT eligible for the national NHS flu vaccine offer.** If you do not qualify for a free flu vaccine according to the criteria below and you work in a frontline role, where you are around or interact with residents, you will be eligible for a vaccination through the Newham scheme.
- If you're **unsure if you are eligible** for a free flu vaccine please visit <https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>
- **To request a vaccine as part of the Newham staff offer**, you will need to complete this online form: <https://forms.office.com/Pages/ResponsePage.aspx?id=4Wk2NRiX-Eab7ZWvyHdsihDhrX7PGd5LhkerOIs7huZUNDNVWEhZWIZFSEc2UEIJREIESIRRNEFXRi4u>
- **Please ensure you have approval from your manager before submitting the form.** The deadline to submit your request is by 5pm on Friday 16 October.
- **Receiving your flu voucher**
- Once you have completed the form, you will be sent a paper voucher to your home or place of work. This **voucher can be redeemed at multiple outlets** including local pharmacies where a trained nurse or pharmacist will administer the vaccine.
- Most high street and local pharmacies are participating in this programme. Due to demand, it is advisable that you ring first to confirm participation and availability.
- **Please note: vouchers are worth £12 each and have been pre-paid in advance. Therefore it is important that you use the voucher once you receive it.**
- All vouchers will expire at the end of December 2020.
- For further information wellbeing@newham.gov.uk

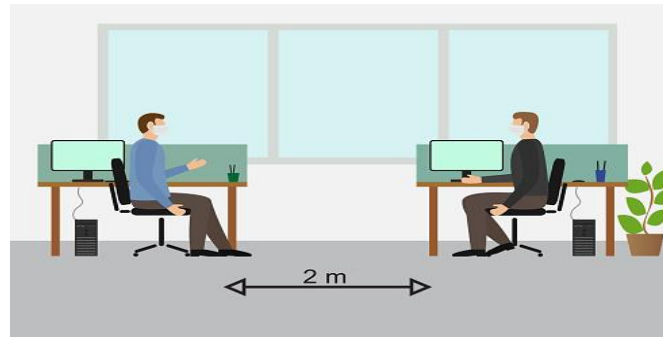
Hands. Face. Space.

- 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).
- You can **meet up to 5 other people** – maximum of 6 in a group including yourself. The rule applies to people in private homes, indoors and outdoors, and places such as pubs, restaurants, cafes and public outdoor spaces. **People who ignore the rule of 6 could be fined £100 - doubling with each offence to a maximum of £3,200.** Find out more:
<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>



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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Testing

- If you have symptoms, stay home for 10 days and to try and get a test if you can.
- 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 annual leave and other rewards

- 2020 has been a strange year for us all but it is important to **take regular breaks from work by booking annual leave, having a break is crucial to support our wellbeing.** It is important because annual leave helps you to get a rest and a break; maintain physical health, improve your wellbeing
- So far this leave year **employees have booked 30% less annual leave than they had this time last year.** All staff are **encouraged to take their annual leave when they can and during the current leave year,** this will support employee's mental and physical wellbeing and ensure staff have adequate rest and it will reduce pressures on teams should staff build up large amounts of leave and want time off at the same time e.g. at the end of the leave year. For further information please check the HR annual leave guidance: <https://www.newham.gov.uk/downloads/file/1394/hr-guidance-annual-leave>
- 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.

Black History Month

- **Do you want to learn to dance?** Join the HomeBros, in a dance workshop to teach you some moves and share their knowledge of dance **Wednesday 22 October at 5.30pm**. Spaces are limited at Old Town Hall Stratford allocated on a first come first served basis.
- The **Home Bros are George aka 'Unkle TC' and Kurtis aka 'Kurtyswift'** are considered as one of the pioneers of the Afro beats industry in the UK, choreographing for and working with many international artists as well as teaching all over Europe.
- If you want to attend the Town Hall please email Monica.Thomas@newham.gov.uk or Join via Zoom: <https://zoom.us/j/95419134520?pwd=ZzNtUUIxYVBXRFlaUklvNFdMdmc2QT09>
- **Are you a writer?** Join Nairobi in a Creative Writing Poetry session - **Wednesday 28 October 2020 at 5.30pm via Zoom:**
<https://zoom.us/j/96559687566?pwd=Um90cHQvSHROQnBHUXNPQ3AwNS9VZz09>
- **Nairobi is a writer, poet and workshop facilitator.** She is a multifaceted individual who enlightens, challenges and empowers audiences of all ages and backgrounds. Armed with a learning and development background Nairobi delivers impactful messages to achieve desired outcomes. www.nairobithompson.co.uk



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 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**.



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Staff health and wellbeing

- 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.**
- **Checking your breasts**, we all know we should be doing it regularly, but the reality is that not all of us have quite nailed it as part of our routines. **And it's not just women who should be thinking about it, men too should be checking their pecs.** This one small addition to our shower time ritual could save our lives. Boobette, Michelle Henderson-Jones, from CoppaFeel! is **delivering an online talk on breast cancer facts and myths, signs and symptoms, and guidance on how to self-check on Thursday 15 October from 9.30-10.30am.** To book your place email Wellbeing@newham.gov.uk



50 years service

- Dedication and commitment to **Newham doesn't get much bigger than 50 years of service**. However, that's what Chris Parker has achieved. Chris started working for Newham on the 1st September 1970 when he was just 15 years old as an apprentice on day-release from college.
- The borough was only 5 years old at the time and Chris recalls his first pay being around £4 a week that was paid in cash and handed to him in a brown envelope.
- Celebrating Chris' 50 years as a Repairs and Maintenance Service member at a small event to mark the milestone, the Mayor Rokhsana Fiaz, Statutory Deputy Mayor John Gray, RMS colleagues and CEO Althea Loderick thanked Chris for his dedication, commitment and outstanding service to Newham over such a long period of time. We wish him all the very best for his retirement.



08 October 2020

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