

## Message from the Chief Executive Althea Loderick



I want to extend my ongoing thanks to you all. The past months have been incredibly difficult for people in terms of their physical and emotional wellbeing. 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](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 Covid-19 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

# #AskAlthea Call - Thursday 1.30-2pm

Althea will be hosting an #AskAlthea call this Thursday 19 November, from 1.30-2pm. The call will be hosted on Zoom and you can join via the link below and think of a question you would like Althea to answer – nothing is out of bounds. Join the call using the Zoom link below, or via phone just before 1.30pm.

Phone one-tap: 020 3481 5237

Meeting URL:

<https://zoom.us/j/93670464571?pwd=MSswZk1nVE1aZStQWGVwTmxHazZqdz09>

Meeting ID: 936 7046 4571

Passcode: 015496

# National lockdown the basic rules

Guidance has been updated on attendance at the workplace including guidance for employees who are **Clinically Extremely Vulnerable** or **Clinically Vulnerable**.

If as an employee you are able to effectively undertake your job role at home, then you must stay at home. For those employees who cannot work from home, workplaces will be COVID-19 secure and all required health and safety measures, including individual risk assessments and training, must be in place.

## **Employees defined as ‘Clinically Extremely Vulnerable’:**

Employees who are defined as clinically extremely vulnerable should have been contacted and confirmed they are on the ‘Shielded Patient List’.

It is important that clinically extremely vulnerable employees do not travel to their workplace and continue to work from home if they are able to do so. If an employee is unable to work from home because they provide a public-facing essential service they must stay at home and not attend their workplace.

## **Employees defined as ‘Clinically Vulnerable’:**

Employees who are defined as clinically vulnerable, can attend their place of work if all the health and safety measures are followed and it is safe for them to do so.

You can find a link to full guidance on the Intranet Homepage [here](#)

# National lockdown the basic rules

- All pubs and restaurants must close, takeaways and deliveries can continue
- All non-essential shops, leisure centres, gyms and entertainment venues must close
- You must stay at home except for education; work that cannot be done from home; exercise; medical reasons; shopping for food and essentials, or to care for others
- You must NOT mix with other households indoors or in private gardens
- Support bubbles for people who live alone and single parents with children can continue
- Children are allowed to move between homes if their parents are separated
- Individuals can meet one person from another household in an outside public space
- Workplaces should stay open if people cannot work from home – including construction and manufacturing
- Clinically extremely vulnerable people should not go to work, even if they are unable to work from home – the definition of “clinically extremely vulnerable” is very specific and further information on this category can be found [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

You can find the latest government info [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

# No access to Dockside 21 & 22 November

In order to carry out essential work, all staff must have left Dockside by midnight on Friday 20 November. There will be no entry allowed until after 4am on Monday 23 November.

For any urgent enquiries on the days above please call Security Office on 07980 752 440

If you have any questions regarding this please contact [FM.NewhamDockside@newham.gov.uk](mailto:FM.NewhamDockside@newham.gov.uk)

# Trans Day of Remembrance

The Trans Flag will be flown on 20 November to recognise Trans Day of Remembrance at Newham's Town Halls.

## **What is Transgender Day of Remembrance?**

Transgender Day of Remembrance (TDOR) is an annual observance on November 20 that honours the memory of the transgender people whose lives were lost in acts of anti-transgender violence. The vigil commemorated all the transgender people lost to violence since Rita Hester's death. 2019 saw 331 recorded murders of trans people across the world, and the day marks a time to remember and honour the dead, and as a reminder of the importance of tackling the abhorrent transphobia in the world today.

Newham is committed to nurturing a diverse, inclusive and aspirational work environment. We must strive for excellence, and this is achieved by finding the best people covering the spectrum of race, religion, sex, age, national origin, disability, genetic information, sexual orientation and gender identity.

We acknowledge tackling all forms discrimination, inequality and disproportionality is a priority and it's apparent we still have some work to do in shifting the landscape. Your commitment to this cause is extremely important if we are to see a genuine cultural transformation. We continue to welcome all your voices so we can collaborate on driving this agenda forward and shape a more positive and inclusive workforce.

# #AlcoholAwarenessWeek

This year's #AlcoholAwarenessWeek is all about the link between alcohol & mental health. It's all too easy for our drinking to creep up, particularly at difficult times. You can find information here <https://alcoholchange.org.uk/>

## DrinkCoach Alcohol Test

Newham Council is encouraging residents and staff to take a two minute alcohol test to help you assess your drinking levels anonymously. It will help you work out how risky your drinking is, access personalised advice online and find out where you can get support in Newham. For more information, and to take the test, visit <https://drinkcoach.org.uk/newham-alcohol-test>

## Local Support

If you are concerned about how much alcohol you, a family member or a resident is consuming or you would like further support regarding alcohol consumption, contact, CGL Newham Rise, the drug and alcohol service for Newham residents run by Change, Grow, Live.

The service offers a wide range of free, confidential treatment and recovery services for individuals, families and carers affected by drug and alcohol issues. Call 0800 652 3879 or email [newham.referrals@cgl.org.uk](mailto:newham.referrals@cgl.org.uk).



# National and local status



The number of infections recorded as of **11.30pm on 18 November 2020**:

- **1,410,732 cases** of coronavirus have been confirmed.
- There have been **52,745 deaths\*** in the UK. Of those **240\*** were in Newham.
- Newham has had **5,663 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*

# 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).

# 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.

# 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](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.