

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 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 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

Tackling Racism, Inequality and Disproportionality

OUR PLEDGES

People at the Heart
of Everything We Do

1

Newham as an employer

- We will do everything possible to ensure in all recruitment that there is a Black, Asian or Minority Ethnic candidate suitable for the role in order for recruitment to progress to shortlist to improve workforce diversity and delivery.
- We will ruthlessly tackle any evidenced ethnicity pay-gap in Newham and we will do more to promote Black, Asian or Minority Ethnic talent at senior levels across the organisation to ensure people are fairly rewarded for the work they do and have the opportunity to develop.
- We will consult with our colleagues about the use of the term BAME and whether it remains appropriate to use to describe minority groups so as to avoid offence.
- We will enable our staff to live our organisational values and we will put in place measures to protect against unconscious bias in order that we have a representative and inclusive workforce.

2

Newham as a beacon of social change

- We will ensure that all new road names and planning changes recognise the history and diversity of the borough so that people do not feel alienated where they live.
- We will develop our local heritage offer to reclaim the rich, important and diverse history of all cultures and communities in Newham so people feel increasingly proud to live here.
- We will not tolerate any form of racism, islamophobia, anti-Semitism or hate-speech (whether direct, indirect or online) in order for our residents to feel safe living in Newham and we will work with our partners to stop it and challenge those who practise it.

3

Newham as the best place for children and young people

- We will take action to inspire every child in Newham so that they have hopes, opportunities and aspirations for their future.
- We will invest in a Youth Endowment Fund that will help promote opportunity for children and young people, including from Black, Asian or Minority Ethnic backgrounds so that they have more equitable life chances.
- We will ensure young people in Newham feel safe and know there will be opportunities to develop themselves within the Borough and contribute to their local communities.

4

Newham as a deliverer & commissioner of services

- We will make the most of our commissions and procurements to actively encourage small and medium sized organisations to work with the council so that we develop a more mixed economy of provision better tailored to local needs.
- We will require all council services, whether directly run or externally provided, to behave inclusively and provide support that recognises the diversity in Newham.
- We will use our commissioning influence and strategic partnerships to encourage good equalities practice across Newham to ensure people feel confident to access and benefit from public services regardless of their ethnicity & personal characteristics.



Coronavirus (Covid-19)

There are now weekly **Covid-19 Safe Working Webinars**, details can be accessed from the news section of the intranet

In addition, two documents to help with Covid-19 Safe Working have been created by Public Health

Covid-19 Safe Working Guide [here](#)

Winter Preparation Guide [here](#)

These can also be accessed from the news section of the intranet.

New Tier-2 Rules

The government has replaced the current Covid-19 guidelines with an updated tiers system, with different levels of restrictions in different parts of the country.

Newham has been placed in Tier 2, with the new rules coming into effect from the beginning of Wednesday 2 December.

New Tier 2 rules

- Meeting friends and family: You must NOT mix with other households indoors
- Support bubbles for people who live alone and single parents with children can continue
- You can meet up to 5 other people – maximum of 6 in a group including yourself – outdoors, including public outdoor spaces
- All pubs and restaurants must close, unless they are operating as restaurants
- Hospitality businesses and venues selling takeaway food and drink can continue to do so after 10pm as long as this is through delivery, click-and-collect or drive-through.
- Non-essential shops including retail, entertainment, accommodation, personal care (hairdressers, beauty salons, and nail bars) and indoor leisure centres can open

New Tier-2 Rules - continued

- Children can continue to move between homes if their parents are separated
- Schools, universities and places of worship remain open
- Weddings and funerals can go ahead with restrictions on the number of attendees. 15 people can attend wedding ceremonies and receptions, 30 people can attend funeral ceremonies, and 15 people can attend linked commemorative events such as wakes or stone settings
- Aim to reduce the number of journeys you make. If you need to travel, you should walk, drive or cycle where possible, or plan ahead and avoid busy times and routes on public transport
- Avoid travelling into tier 3 areas (except where necessary)
- Continue to work from home if you can
- Spectator sports, theatre and entertainment will be allowed to resume both indoors and outdoors, but with limited numbers and social distancing in place
- For outdoors, 2,000 people (or 50% of usual capacity, whichever is lower) will be allowed to attend in tier 2. Indoors, the limit is 1,000 people.

Find further information [here](#) or on the Newham website

Christmas Covid-19 rules

During the Christmas period, some Covid-19 restrictions will be eased. When following these new rules, please continue to take personal responsibility to limit the spread of the virus and protect our loved ones, particularly if they are vulnerable, by following the general guidance – hands, face, space here. For many, this will mean that it is not possible to celebrate Christmas in the way you normally would.

- Between 23 and 27 December 2020:
- you can form an exclusive 'Christmas bubble' composed of people from no more than three households
- your Christmas bubble replaces any existing bubble you are part of, unless your entire existing bubble is part of your Christmas bubble
- you can only be in one Christmas bubble
- you cannot change your Christmas bubble

Christmas Covid-19 rules - continued

- you can travel between tiers and UK nations for the purposes of meeting your Christmas bubble
- you can only meet your Christmas bubble in private homes or in your garden, places of worship, or public outdoor spaces
- you can continue to meet people who are not in your Christmas bubble outside your home, in accordance to the rules in tier 2 and following social distancing guidelines [here](#)
- you cannot meet someone in a private dwelling who is not part of your household or Christmas bubble
- you should not join a Christmas bubble if you are self-isolating. If someone tests positive, or develops coronavirus symptoms up to 48 hours after the Christmas bubble last met, everyone will have to self-isolate.

Find out more about forming a Christmas bubble on the [Newham website](#)

Dockside print room

Following a member of staff being told to self-isolate the Dockside print unit will be closed until Wednesday 8 December.

The Havering print unit will be still open and all work should be sent to printservices@onesource.co.uk.

National and local status



The number of infections recorded as of **2pm on 2 December 2020**:

- **1,643,086 cases** of coronavirus have been confirmed.
- There have been **59,051 deaths*** in the UK. Of those **258*** were in Newham.
- Newham has had **7,285 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
- **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.