



Education Authority - Employee Update

16th June 2020

Northern Ireland Executive Update

This week the Northern Ireland Executive approved further changes to the Coronavirus Regulations and agreed to move forward on a number of relaxations if key health criteria continue to be met. From Friday 26th June, caravan parks, camping sites and self-catering tourist accommodation will be able to reopen. Hotels, restaurants, cafes, coffee shops, pubs, bars and other visitor attractions will be able to reopen from 3rd July. Please be aware that whilst these changes are welcome to us all on a personal level they are not an indication of when and how we can return to our workplaces. The latest information is updated below and it is important that you continue to take your guidance on when to return from your line manager.

EA Business Continuity Plan - Step 1 Update

On 9th June we advised you that if all necessary measures are in place and it is safe to move to step 1 of our plan, some staff will return to the main office buildings this month. To help us identify what services will return to work first on a phased basis, we have categorised services by business criticality and in priority order into four groups; Platinum, Gold, Silver and Bronze.

Platinum and Gold services that cannot work from home will be required to return to the office first. Last week, we saw the return of our first intake of staff that work in Transport Depots return safely to the workplace. You can find out more about this [here](#).

We continue to identify what services will return to work next. Senior management and line managers will be guided by the Business Continuity Planning (BCP) Team in due course and advised if and when their team/s have been identified to return to offices. You are not required to do anything, until your line manager makes contact to inform you of next steps.

Reminder - Access to buildings

Corporate staff are reminded that for now, they should not access buildings unless authorisation has been granted to do so by an assistant director and a risk assessment form has been completed and approved. Requests to access office buildings should only be made if business critical work must be done in an office and cannot be done remotely.

Instructions for corporate staff not currently in the workplace

Staff are reminded that as an EA employee you are expected to be available for work and you may be reasonably directed to support the work of your or another team; particularly critical services. Staff are reminded to:

- Share a mobile/contact number with your line manager and be contactable during normal working hours;
- Check emails daily if practically possible - you can access your email from home via <https://webmail.eani.org.uk>;
- Undertake such work tasks / functions from home as you reasonably can.

Return to Work Guidance - Corporate

We have been working to develop return to work guidance that will help support staff return to the workplace safely. Once services are notified that they have to return to the office, they will be provided with a copy of this guidance and expected to continue to follow the public health advice – adhering to social distancing rules and practice good hand and respiratory hygiene to help stay safe and work safe. A copy of this guidance will be communicated to you via your line manager once your service area has been identified to return to work.

Education Restart - School Update

We continue to work with Department of Education (DE) and sectoral partners on the Education Restart Programme, to ensure that the education system can restart in a safe and effective way. DE will continue to provide updates to schools in relation to Education Restart.

Frequently Asked Questions (FAQ'S)

We have developed a dedicated section for corporate staff on Sharepoint that provides answers to FAQ's across a range of service areas. This page continues to evolve. You can view the FAQ's and answers on Sharepoint [here](#).

Who to contact if you have enquires

We will continue to provide regular updates on our plans. If you have any enquiries in the meantime please contact your line manager or email EA_BCP@eani.org.uk

Today's Primary Behaviour Support message is 'Taking Notice'. Making sense of your life means: you will be able to cope and learn new things in the middle of a challenge that will help you in the future. When the challenge is over you'll be able to move on and enjoy new experiences.



During Covid-19, EA's Child Protection Support Service (CPSS) continues to provide advice and support to designated teachers, principals and EA services via the daily helpline. Further information on CPSS can be accessed at bit.ly/2AP6XJA



Ballywalter Primary School

Enjoying the great outdoors!
@CSSC_NI @ED_Authority
P5BPS @WildlifeTrusts #30DaysWild
 still going strong for P5, they have been insect hunting and getting barefoot. @BallywalterPS #getoutdoors @STEMAware



Remember to check our EA website regularly for important staff updates
www.eani.org.uk/staff

Stay safe

take care of yourself
 and each other

