



Education Authority - Employee Update

23rd June 2020

Northern Ireland Executive Update

The easing of more lockdown restrictions in Northern Ireland has been given the green light by the Northern Ireland Executive. From today, groups of up to six people can meet indoors whilst maintaining social distancing. As the lockdown measures ease, we wanted to update you on our return to office plans and the progress we're making.

Return to business as normal

We continue to work towards reinstating services in a phased and controlled process to protect the health and safety of all staff which is our priority. We have officially stood down C3 (Command, Control and Co-ordination) emergency structure and are now working towards Education Restart. We will be able to provide more information about the move to step 1 of our plan next week.

Corporate Staff Update

Practical work happening behind the scenes

As part of our overall recovery strategy and in preparation for moving to step 1 we continue work to introduce safe working practices across all of our sites to support the safe return of staff to our offices. We have:

- Provided generic COVID-19 risk assessments for our premises to ensure a safe working environment for all our staff.
- Assessed office buildings to ensure social distancing can be observed in offices.
- Installed hand sanitizer dispensers at different locations throughout office buildings.
- Installed signage and posters in place to remind staff to adhere to COVID-19 guidelines.
- Increased the frequency of cleaning throughout the office buildings.
- Installed protective screens to protect reception staff.
- Identified first aid and fire marshals for each site.

Whilst we continue to work towards introducing safe working practices across all of our sites, it is expected the capacity in offices will be significantly reduced for the foreseeable future. Staff are reminded they should not access buildings unless authorisation has been granted to do so.

How will staff be notified of a return to main offices?

Senior management and line managers will be notified by the Business Continuity Planning (BCP) Team in due course 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 with you to inform you of next steps. If you are working remotely from home, you should continue to do so.

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. The situation relating to COVID-19 is continually evolving and answers will be subject to ongoing review and amendment as appropriate. You can view the FAQ's on Sharepoint [here](#).

School Staff Update

Education Restart

We continue to work with Department of Education (DE) and sectoral partners on the Education Restart Programme. Last week, DE issued 'Northern Ireland Re-opening School Guidance - New School Day'. A copy of this guidance can be found [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 email EA_BCP@eani.org.uk

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