

EA Restart Update

The Business Continuity Planning (BCP) Team continues to progress work to help EA return to normal operations. Last week we shared a copy of our Restart Plan with you and notified you that it was safe for us to commence the restart of our services and move to Step 1 of our plan.

Indicative timeframe for move to Step 2

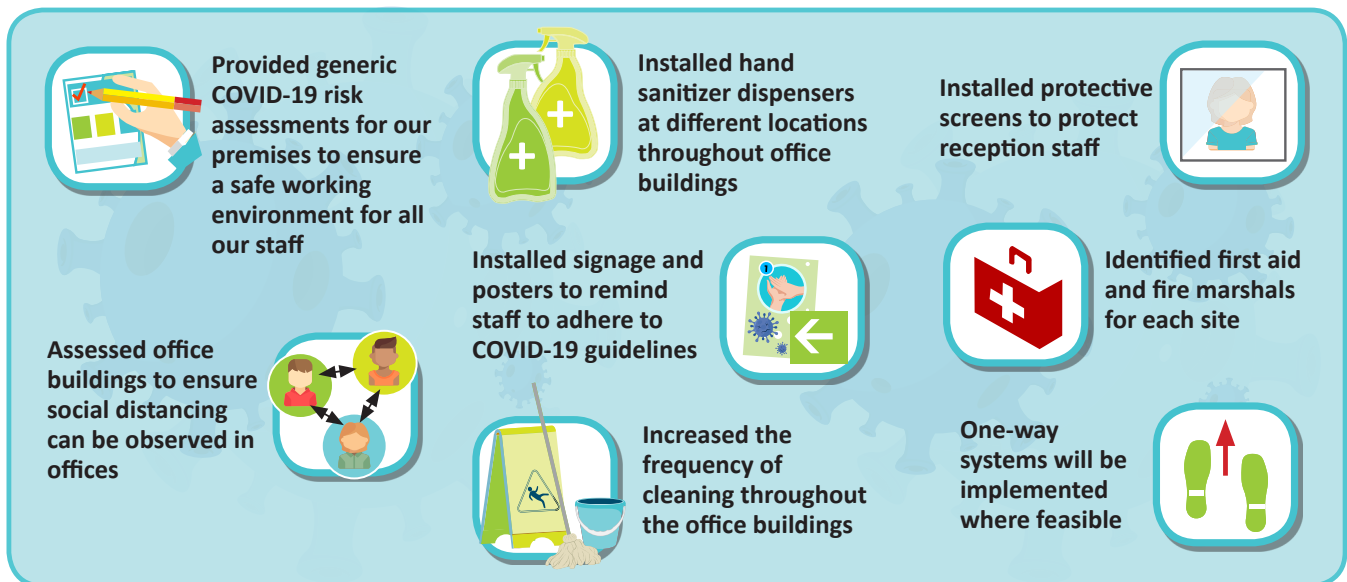
We will continue to base our plans on what's best for the collective health, safety and wellbeing of all staff. This is a complex task and we are working to find the right approach. We plan to move to Step 2 of our plan at the end of July. For now, for most of us, our virtual business world continues.

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

Senior management and line managers will be notified by the 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 the BCP Team make contact with you to inform you of next steps. All staff where their role can be fully operational working from home should continue to do so regardless of their service category. Only staff identified and agreed with the BCP Team should be returning back to offices.

Measures we have put in place in offices

When you are notified that you can return to offices, you will notice that we have introduced new 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
- Installed hand sanitizer dispensers at different locations throughout office buildings
- Installed protective screens to protect reception staff
- Assessed office buildings to ensure social distancing can be observed in offices
- Installed signage and posters to remind staff to adhere to COVID-19 guidelines
- Identified first aid and fire marshals for each site
- Increased the frequency of cleaning throughout the office buildings
- One-way systems will be implemented where feasible

Desks in Offices

As part of our building risk assessments, we have identified that some desks in offices do not meet social distancing requirements. This means that some desks will be unavailable for use by staff. These desks have been labelled with red 'Do not use' stickers. Any staff member authorised to work from an office buildings affected by this should move to the nearest available desk and take their ICT equipment with them. This is the first step in the process of increasing capacity in our buildings while maintaining social distancing. It is therefore important that all staff adhere to the new desk allocation to support planning for additional staff returning in subsequent steps.

Clear Desk Policy

To help support the move to additional steps of our Restart Plan, it is important that our Clear Desk and Screen Policy is applied in offices. This policy sets out the approach which all staff should take to ensure that all printed matter, removable data storage (including USB drives, CDs, DVDs etc.) and any removable computing device (including laptops, tablets and mobiles) containing personal information is not left unprotected at any workspaces when they are not in use, or when someone leaves their workspace, either for a short time or at the end of the day.

To view the Clear Desk and Screen Policy click here: <https://sharepoint.eani.org.uk/resources/thinkdata/Pages/default.aspx>

It is also accessible via the website: <https://www.eani.org.uk/supporting-ea-staff>

Meeting Room / Interview Space Requests

The use of meeting/ interview rooms will be limited to essential activity only, with only one or two meeting spaces available in each site. All meeting room requests must have the approval of an Assistant Director, some limited pre-approval has been provided for a number of scenarios, for example Interviews and Appeals processes. A new process for booking rooms has been developed and the following form will need to be completed to ensure BCP have oversight of all requests. You can access the form [here](#).

Line Managers

It is important that Line Managers maintain regular contact with their teams and help to keep staff updated on our restart plans as they progress.

Next Employee Update

We will continue to provide regular updates on our plans. The next Employee Update will be issued on Thursday 23rd July.

Who to contact if you have enquiries

If you have any enquiries in the meantime please email EA_BCP@eani.org.uk.

