

Tuesday 11th August 2020

As work continues on our return to office plans we wanted to update you on the progress we're making.

EA Restart Update - Step 3

We plan to move to Step 3 of our plan on 17th August. This step will focus on a return to buildings for all staff in services that are not fully operational from home and staff returning to schools. Not fully operational defines any member of staff that:

- Is required to answer phones, access specialised computer programmes, collect and manage post, facilitate general office admin and cannot complete these duties at home.
- Has limited or no internet access at home.
- Has no direct access at home where access to network files and shared folders is required.

Staff that are fully operational from home should continue to work from home. Fully operational defines any member of staff that:

- Can operate remotely from home and fulfil all aspects of their job role on a daily basis.

As we identify more staff who can return to offices over the next few weeks, it is important that you keep in regular contact with your line manager about individual working arrangements.

Reminder - COVID-19 Hub

We have developed a dedicated 'COVID-19' section on SharePoint for staff to support our return to office plans. This area will allow you to access important guidance, frequently asked questions and the building and meeting room request form links. This section will continue to be updated, so please keep visiting this page regularly. You can visit the page [here](#).

Reminder - Guidance on returning to the Workplace

Guidance on returning to the workplace has been developed and is available in the COVID-19 Hub [here](#). Staff are reminded to keep up to date with the latest Public Health Agency (PHA) advice and guidance, particularly in relation to quarantine requirements following foreign travel.

Meetings with non-EA staff

If services have a requirement to hold meetings with members of the public or contractor's, staff should ensure that a meeting room is used for these meetings and booked through the 'Meeting Request Form' available in the COVID-19 Hub on SharePoint [here](#). Individuals from outside the organisation should not be brought into or through the offices of services. Staff are reminded that when using meeting rooms, they must only use the room assigned to them.



Risk Assessment for EA staff visiting schools/other premises that is not their normal place of work

If you visit schools or other premises as part of your work duties (e.g. Maintenance Officers, ICD staff, CYPs staff, SDS staff), you are required to complete the risk assessment [here](#) in conjunction with your line manager, after reading the guidance (also on the COVID-19 Hub on SharePoint). Whilst you are covered by the risk assessment of the building/school you are visiting, this assessment will help mitigate any specific risks pertinent to you.

EA Restart - Step 4

We will work towards moving to Step 4 for our Restart Plan in September 2020. This step should see all services fully operational and the focus will be on putting measures in place which will be sustainable for the new normal.

Education Restart

On 6th August, the Minister of Education set out revised plans for the reopening of schools and said he wants all schools to return to more normal patterns of operation and attendance from the week beginning 31 August. Revised New School Day guidance is due to be published by the Department of Education (DE) later this week setting out an updated approach to the full reopening of schools. You can read more about the Minister's announcement [here](#).

Department of Health launch StopCOVID NI App

Recently the Department of Health launched the StopCOVID NI app. The new mobile phone app will alert users if they have been in close contact with other users who have tested positive for COVID-19. To find out more information about the app you can read an information leaflet developed by the PHA [here](#).

Who to contact if you have enquiries

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