

EA Restart Update

As we restart operations we wanted to update you on our return to office plans and the progress we're making.

Overview of EA's Restart Plan

To align with the Northern Ireland Executive's five step plan, EA has developed its own five step 'EA Restart Plan' to support our return to offices. An overview of the 'EA Restart Plan' can be found below.



How do we decide when the time is right to move to each step of our plan?

Progression to each step of our plan will occur when a risk and readiness assessment confirms all necessary measures are in place. The plan will consider the impact on all types of staff and their working environments. The progression or timescale is difficult to predict due to the impact of changing circumstances. As information becomes available through government guidance we may need to reshape our approach, and consider what is achievable under variant degrees of lockdown and social distancing.

The way forward - moving to Step 2 of our plan

All necessary measures are now in place and it is safe for us to move to Step 2 of our Restart Plan. This means that we will expand the processes already established under Step 1 to the wider EA Estate, by opening the satellite offices (sites detailed in table above) to enable staff within Platinum/ Gold / Silver / Bronze Services to return to those sites.

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

Senior managers have been notified by the BCP Team of named staff members that may now return to offices under Step 2. You should discuss with your senior manager if your name has been included to date, or if you should now be added to the list for your service. 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 service lead and names provided to BCP Team should be returning back to offices.

Important Public Health Advice to follow

We all have a personal responsibility to ensure we follow the public health advice to help stay safe and work safe. It is important that all staff continue to:

- Follow the advice being offered by the Government
- Wash hands regularly and in line with the best practice guidance
- Have good respiratory hygiene in terms of coughing or sneezing into a tissue or the crook of elbow
- Follow the social distancing guidelines and stay two metres away from others where possible
- Abide by the need to self-isolate either because you have symptoms or because you have been in touch with someone who has symptoms or has tested positive for Coronavirus

Measures we have put in place in offices

The health, safety and wellbeing of staff is our priority. When you are notified that you can return to offices, you will notice that we have introduced new working practices across our sites. We have:

The infographic is a light blue rounded rectangle containing eight icons and their corresponding descriptions. The icons are: 1. A hand pointing to a checklist on a tablet. 2. Three people icons with arrows between them. 3. Two green hand sanitizer bottles. 4. A hand being washed under a faucet. 5. A mop and bucket. 6. A red first aid kit. 7. Two green footprints with an upward arrow between them. 8. A red first aid kit icon.

- 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 to remind staff to adhere to COVID-19 guidelines**
- Increased the frequency of cleaning throughout the office buildings**
- Identified first aid and fire marshals for each site**
- One-way systems will be implemented where feasible**

Desks in Offices - Arrangement

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 building affected by this should move to the nearest available desk and take their ICT equipment with them. If the desk a member of staff normally sits at and all other available desks in that office are occupied, staff will need to relocate to an available desk in a nearby office.

Desks that are not being used are either within a two metre distance, face to face or close to an entrance in an office. Public Health Agency (PHA) guidance permits a 1 meter rule with mitigations in place. We are not yet ready to move to the 1 meter rule but we are working to explore how these measures can be put in place at office sites.

This is an interim arrangement that will help us to increase the capacity of staff 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.

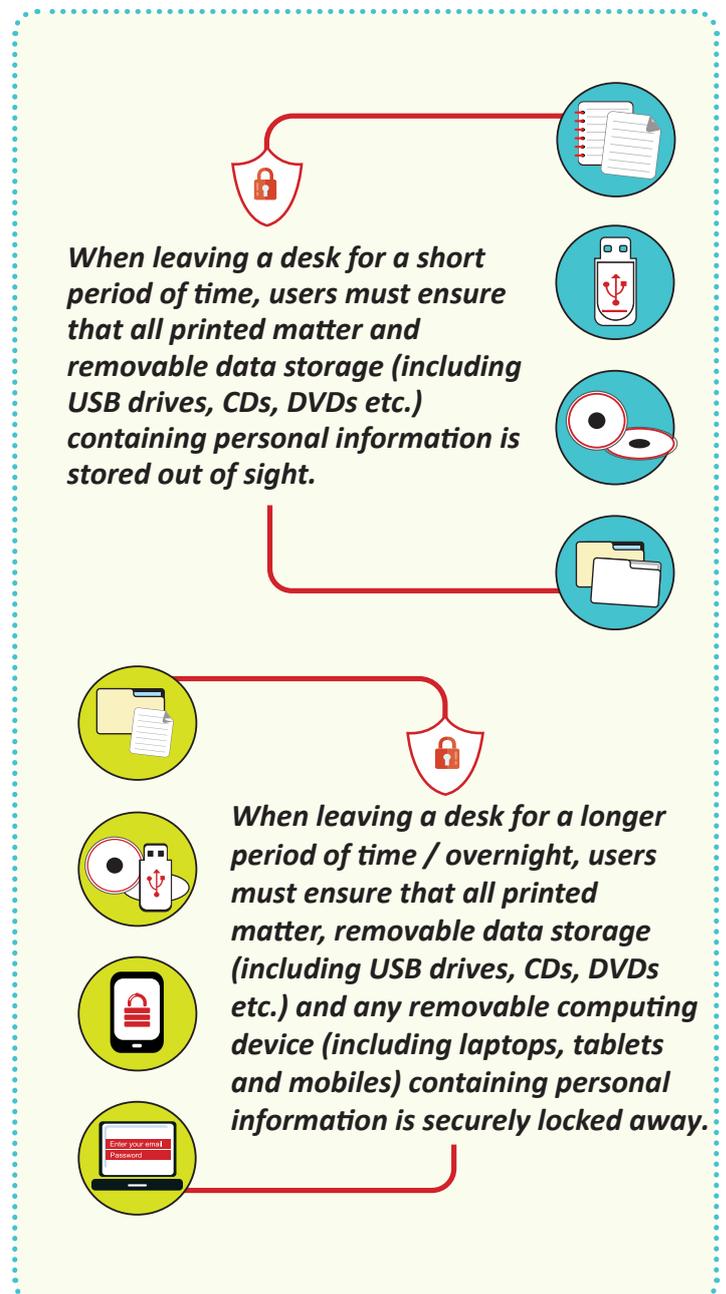
Clear Desk Policy

To help support the move to step 2 of our Restart Plan, it is important that our Clear Desk and Screen Policy is applied.

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>



Workforce Status Application

The Workforce Status Application is a basic application that will ask staff to confirm a few simple details in relation to staff availability for work and current work location.

Please remember to confirm your availability, status and location via the [online](#) Workforce Status Application **every Monday before 1pm.**

What you / your teams need to do?

- For staff **who have** an eani.org.uk email address click [here](#).
- For staff **who do not** have an eani.org.uk email address click [here](#).

Staff Guidance

We have developed guidance documents to support the safe return of staff to our offices. Guidance includes:

- Supporting EA staff return to the workplace - This guidance details key considerations, responsibilities and sets expectations on how to support key groups of staff returning to the workplace. A copy can be found [here](#).
- Guidance for staff returning to buildings - Staff will be required to review and take responsibility for adhering to infection control measures while in EA buildings, prior to first attendance. A copy can be accessed [here](#).
- Guidance for staff working from home. A copy can be accessed [here](#).
- Guidance on ICT support available during COVID-19 can be found [here](#).
- When you are notified that staff in your teams can return to the office, they will be required to read the Fire Safety Awareness Training presentation and confirm with line managers once completed. This training can be accessed [here](#).
- A FAQs section on the EA Website [here](#) and on SharePoint [here](#).

Reminder - New processes

We have also introduced some new processes to help keep staff safe.

1. Meeting Room / Interview Space Requests

The use of meeting/ interview rooms will be limited to a number of agreed scenarios (detailed on form at link below). Approval is to be sought from Heads of Service for anything outside of the agreed scenarios. 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. Any meeting rooms need to be booked in advance of the date required. You can access the booking form [here](#).

2. Access to office buildings - Overview

Building Risk Assessments (available [here](#)) have been completed for the main admin buildings with social distancing and infection control measures put in place in line with Public Health Agency guidance. This means that we have had to restrict capacity in the main buildings to c.40%, therefore it is essential that the numbers of people entering the building are controlled.

- **Critical service staff access to buildings**
HoS have already identified staff in Platinum / Gold Services that are permitted to access office buildings to facilitate business critical work. Additional requests to access office buildings should only be made by staff if business critical work must be done in an office and cannot be done remotely. Staff should not be accessing buildings unless the process developed by the BCP Team is followed.

HoS need to:

Provide a collective list of names of all the individuals in their service that have been authorised access to be in buildings via an online form [here](#).

- **Ad-hoc visits to buildings by staff**

It is recognised that occasionally staff who are working from home will require access to the buildings. To ensure that the maximum capacity of buildings is not exceeded, staff that need to attend offices on an ad-hoc basis must also follow the process developed by the BCP Team to ensure we can manage building access with acceptable levels of risk.

Individuals attending buildings on an ad-hoc basis need to:

- Complete an online form providing information about their visit. This will allow for daily monitoring of capacity in the buildings, and also support track and trace efforts in the event of a member of staff reporting symptoms of COVID 19. Staff can access the form [here](#).

Contractors / Visitors Access to Buildings

- The EA Premises COVID-19 risk assessment will apply to any visitor accessing our sites.
- Contractors and employees of other organisations should have a risk assessment, prepared by their employer, to mitigate the risk of COVID-19 to their staff while visiting our premises. This document should be provided to the service engaging the contractor for review and approval.
- Our staff, who as part of their job, visit schools and other EA Premises will have a generic risk assessment provided to them that will mitigate the risk of COVID-19 to them and to those whom they come in to contact. This will be available on the COVID-19 Hub [here](#) later this week.

An approach that works for EA

We will continue to base our plans on what is best for the collective health, safety and wellbeing of all staff. We plan to move to Step 3 of our plan on 17th August. Moving to Step 3 of our plan will focus on a return to buildings for all services and school staff returning to schools.

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 contact your BCP Directorate Representative. Contact information below:

- Children and Young People's Services - Sinead Reavey
- Education - Máiréad Gallagher
- Operations and Estates - Stuart McAtee
- HR and Legal - Neil Lavery
- Finance and ICT - Chris Attwood