

# Staff Headlines

3<sup>rd</sup> June 2021

## Re-connecting Staff and EA Beyond Covid

Corporate staff are reminded for now that they should continue to work from home where possible in line with Northern Ireland (NI) Executive Guidelines.

NI Executive guidance still requires everyone to socially distance. This means that EA Offices need to continue to operate at a reduced capacity to facilitate business critical office work which applies to any staff member that can only carry out their business from the office and not from home. Staff should not be accessing EA Offices without authorisation.

The last year has demonstrated that we can deliver services in different ways and we have seen many examples of services demonstrating an agile and flexible approach.

We are currently undertaking work that will support us all to safely re-connect in the coming months and will explore how we can work with adaptations in line with NI Executive guidelines as we move forward. We are also looking to EA Beyond Covid and exploring our long-term approach to working in the future for different services.

In the coming months we will base our plans on what is best for the collective health, safety and wellbeing of all our staff and will work to find a balanced approach to working effectively as society adapts to Covid-19. We will continue to keep you updated on our work and plans.

S



Socially Distanced

A



Area Ventilated

F



Face Coverings to help protect others

E



Ensure Regular Handwashing

### Public Health Advice for authorised staff working in EA Buildings

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 any staff currently authorised to work in EA Office buildings:

- Follow the advice and guidance set out by the Northern Ireland Executive.
- 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 remain 2 metres apart 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.

### Authorised staff required to work in the office must wear face masks in communal areas

Corporate staff are reminded that they are now required to wear face coverings in communal areas (i.e. areas away from their desks including toilets, corridors, reception areas etc.) in EA buildings. Staff are also expected to continue to wear face coverings where they are in enclosed spaces for periods exceeding 15 minutes, even where social distancing can be maintained.

Where staff are unable to wear face coverings due to medical conditions, they should liaise with their line manager. Face coverings will be available to staff in the reception area of all our offices.

# Jump into June

## Summer Step Challenge

To end the 2020/2021 academic year on a physical and mental high, EA's Health & Wellbeing Team invite you to take part in 'Jump into June - Summer Step Challenge'.

**Jump into June** began on **Tuesday 1st June 2021** and will last for **30 days**. Each team will be made up of **3 members** from any department or school across EA. There is still time to register to take part!

It doesn't matter if you're a casual stroller, a power walker, or a marathon runner this challenge aims to inspire you to be more active and connect with friends and colleagues.

**Challenge yourself every day to  
'be the best you can be'**

Registration is easy:  
Register your team via the  
[EA Healthwell Hub](#)

During the 30 days of June we will bring you a new theme each week and offer words of encouragement, motivational tips, education and challenges to help you and your team achieve your goals and have some **FUN** along the way.

If you have any questions regarding the event contact:  
[healthandwellbeing@eani.org.uk](mailto:healthandwellbeing@eani.org.uk)



## EA One School & Corporate Staff Engagement Sessions - Please Register

The next phase of EA One will be the implementation of the Human Resources (HR) and Payroll system, with BELFAST and OMAGH schools and corporate staff getting access to the new system first.

We invite timecard inputters and submitters in Belfast and Omagh to attend a briefing event to be hosted by the EA One Project Team to understand how this project will impact you. This event will take place virtually and will last approximately one hour.

We will run separate events for schools and corporate staff. Please choose the date which is most convenient to you, by clicking the link below and register via Eventbrite.

**Registration will close on 11th June 2021.**

SCHOOL Audience	Dates	Timings
Belfast & Omagh School Timecard	<a href="#">Thursday 17<sup>th</sup> June 2021</a>	10:00-11:00
Inputters and Submitters	<a href="#">Monday 21<sup>st</sup> June 2021</a>	15:00-16:00

CORPORATE Audience	Dates	Timings
Belfast & Omagh Corporate Staff Timecard	<a href="#">Thursday 17<sup>th</sup> June 2021</a>	15:00-16:00
Inputters and Submitters	<a href="#">Monday 21<sup>st</sup> June 2021</a>	10:00-11:00

**We want to hear from you**

If you have any news or stories that you would like to be considered for inclusion in an upcoming edition of Staff Headlines, please email [comms@eani.org.uk](mailto:comms@eani.org.uk)

**Staff**

**Headlines**

# EU Settlement Information - Reminder

Time is running out



Stay in the UK - apply now for the EU settlement Scheme  
[gov.uk/eusettdstatus](https://www.gov.uk/eusettdstatus)

Click here to see if you need to apply: [Gov.uk/eusettdstatus](https://www.gov.uk/eusettdstatus)

As you will be aware, the UK left the EU on **31st December 2020**. We are now in what is known as the grace period and this is due to end on **30th June 2021**. Please read the following information carefully.

## Those who are not Irish or British and live in Northern Ireland

EU, EEA or Swiss citizens can apply to the **EU Settlement Scheme**, which will enable them to continue living and working in the UK after **30th June 2021**. Each child must also have their own application. **If you have a permanent residence document, you still need to apply.**

The EU Settlement Scheme is currently open. We urge you to apply as soon as possible as there are only **4 weeks left**; you can check to see if you need to apply on the [EU Settlement Scheme webpage](#).

There are two different kinds of status - '**settled**' and '**pre-settled**' - [which status you get](#) may depend on when you apply.

It's free to apply to the scheme. The deadline for applying is currently **30th June 2021**. The guidance notes are available in [26 European languages](#).

## Those who are Irish or British but live in the Republic of Ireland and work in Northern Ireland

Those who use what is known as the common travel area to come to work in Northern Ireland can continue to do so. On 8th May 2019, the Irish and UK governments signed a [Memorandum of Understanding \(pdf\)](#), reaffirming the Common Travel Area and identifying the rights and privileges of Irish and UK citizens within the CTA. It also reaffirms the [commitment to maintain the CTA following Brexit \(pdf\)](#).

## Those who live in the Republic of Ireland and ARE NOT British or Irish but work in Northern Ireland

These people need to apply for a **Frontier Worker Permit**. The Frontier Worker Permit application process is now **Open and is Free** and you can apply online from inside or outside the UK. Until **30th June 2021** you can continue entering the UK as a Frontier Worker using only your valid passport or national identity card.

From **1st July 2021**, you will need to hold a valid Frontier Worker Permit, **as well as** your valid passport or national identity card, to enter the UK as a Frontier Worker. For more information on Frontier Worker Permits please visit the [Frontier Worker permit webpage](#).

If you have any queries please email: [emma.patterson@eani.org.uk](mailto:emma.patterson@eani.org.uk)