

# Staff Headlines

16<sup>th</sup> September 2021

## Reminder - Corporate Staff required to wear face coverings in EA Offices

Corporate staff required to work in the office are reminded that they must wear face coverings in communal areas (i.e. areas away from their desks including toilets, corridors, reception areas, etc.) in EA offices.

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.

### Public Health Advice Reminder

We all have a personal responsibility to ensure we follow the public health advice to help stay safe and work safe.

Please also be reminded that it is important that any staff 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.
- Must wear face masks in communal areas.
- 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 apart where possible.
- Abide by latest self-isolation advice available on [NI Direct website](https://nidirect.gov.uk).

Thank you for your cooperation.

## Appropriate Use of EA Logos and Corporate Branding Guidelines

Staff are reminded that the [EA's Branding Guidelines and Logos](#), and the [EA Style Guide](#) have been developed to assist staff when making decisions in relation to re-branding and to ensure the appropriate use of the logos on all corporate material.

You can find downloadable copies of both these [Guides and EA Logos on SharePoint](#).

**To ensure consistency in EA Branding, please make sure that you use the correct EA Logo as per the guidelines.**

Version 1 - Horizontal



Version 2 - Vertical stack



## Had your Covid-19 vaccine?

COVID-19 vaccinations are currently available at walk-in centres or community pharmacies across Northern Ireland.

Find out where you can get your first & second doses of the vaccination below.

- [Who can get a COVID-19 vaccine](#)
- [Where to get a vaccination - first doses](#)
- [Where to get a vaccination - second doses](#)

Pop-up vaccination clinics are continuing to deliver first and second doses across Northern Ireland.

More information: <https://health-ni.gov.uk/news/how-get-your-jab-5...>

Keep up to date: <http://nidirect.gov.uk/covidvaccine>

# Holding on to Hope Campaign

The five Health and Social Care Trusts in Northern Ireland have joined forces with the Public Health Agency (PHA) and the Northern Ireland Ambulance Service (NIAS) to deliver a campaign to encourage everyone to hold on to hope, to nurture our mental wellbeing and to raise awareness of the local and national services that are available to help when times are tough.

'Holding on To Hope in a Changing World' is a five-week social media campaign which links to World Suicide Prevention Day held on 10th September and to World Mental Health Day which is on 10th October.

An online Interactive Campaign Pack has been created filled with resources and information, with links to organisations and services that can offer support.

One of the key elements of the campaign is to highlight the importance of hope - encouraging people to consider where they are on the 'hope scale' by taking the Hope Quiz and then accessing information, tools and tips that will help to improve a sense of hopefulness.

Access the Interactive Campaign Pack and take the Hope Quiz:  
[www.mindingyourhead.info](http://www.mindingyourhead.info)

To read the press release about the campaign visit:  
[HopeCampaign21](http://HopeCampaign21)



## Staff Spotlight

Throughout the year, we will be shining the spotlight on new EA staff to celebrate their arrival and to learn more about them and their new role within EA. In this edition of Staff Headlines, we find out more about Louise Stanford.

### Louise Stanford

*Louise began her role as School Business Partnering Adviser with the EA after previously working in Armagh City, Banbridge and Craigavon Borough Council for 22 years as a Human Resources Officer.*



### What are you looking forward to the most in your new role?

Louise said she is most looking forward to a new challenge and learning new methods and elements of HR in a different organisation.

### What do you like to do outside of work?

Outside of work, Louise absolutely loves fitness and going to the gym. She also loves spending time with her family, going to the park, for a walk or just watching a movie.

## Kieran takes the plunge for Macmillan Cancer

Between 7th September and 2nd October 2021, EA Board Member, Kieran Mulvenna is taking the plunge and is swimming 26 miles in 26 days to raise funds for Macmillan Cancer Support.

The charity work to support those affected by cancer and give people the support they need and is a charity that is close to Kieran's heart.



*Well done and good luck to Kieran with his fundraising challenge*

# Lunch & Learn

## September Menu

**16th September: Continuous Improvement**

**23rd September: Who is Clare Duffield?**

**29th September: Elective home Education**

For more information [Click here](#) to access the Menu.  
[Click here](#) to book your place (New booking system in Place).

As part of our delivery of Lunch and Learn, we have recorded a number of the sessions.

- If you have missed one or would just like to see what's on offer please access the [Lunch and Learn Channel](#).
- Join the [Lunch and Learn Team site](#) (only available to those with EA login)

Please enjoy these bite sized learning opportunities and if you want to contribute please get in touch at [LunchandLearn@eani.org.uk](mailto:LunchandLearn@eani.org.uk)



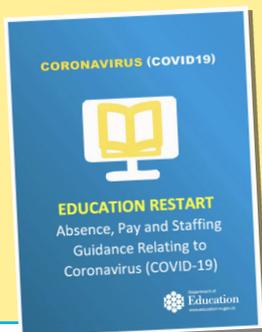
## Updated Guidance from the Department of Education

For information, please see below updated guidance from the Department of Education.

**Absence, Pay and Staffing Guidance Relating to Coronavirus (COVID-19): Advice for Principals, Managers and Staff** – Updated 06 September 2021  
[Click here](#)

This includes:

- Updated individual risk assessments
- The latest advise on supporting vulnerable staff (including pregnant staff)
- The latest directives on self-isolation as a result of being identified as a close contact
- Signposting on public transport and PCR testing
- Encouraging vaccination



For the latest FAQs regarding important employment issues during COVID (reviewed/updated Sept 21) [click here](#)

# Engagement & Development Opportunities

To help you feel supported and engaged, details of EA events and developmental opportunities planned for the first term are now available [here](#).

We have a number of developmental and engagement opportunities, including our Lunch and Learn sessions which continue to take place every Thursday at 12:30pm. These sessions provide an opportunity to hear from colleagues and external experts on a diverse range of topics, including personal productivity, empowerment, the work of services across EA, open water swimming and cookery demonstrations.

We remain committed to supporting you to take proactive steps to enhance your health and wellbeing. Over the next few months, we will provide opportunities to get involved and be proactive in supporting your own self-care. These sessions will focus on supporting healthy bodies, healthy minds, financial wellbeing, and social health, in line with our Health and Wellbeing Strategy. For more information and access to the current phase of the EA HealthWell Programme (August - October), visit the [EA Health Well Hub](#).

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, email [comms@eani.org.uk](mailto:comms@eani.org.uk)

Staff Headlines