



## COVID-19 STAFF SURVEY ACTION PLAN

ACTION	ACTION OWNER	PROGRESS	STATUS
<b>Publish information for staff on the procedures undertaken in the event of a positive Covid-19 test in their workplace</b>	Neil Griffiths	we continue to refine the internal T&T process having experienced a rise in cases of possible infection or exposure during the first part of October. The Outbreak Control Group convened on a number of occasions to determine the most appropriate course of action. The group is chaired by a HOD and the group incorporates medical advice from our OH provider. Where necessary, PHE colleagues were advised on any action we had taken in terms of isolating staff. We have followed the latest advice in relation to emergency services and issued Infection Control training to all staff as well as raise the use of facemasks when moving around buildings or when travelling in vehicles.	<b>IN PROGRESS</b>
<b>Provide details on what Covid-secure status for premises means and how this may impact on staff</b>	Neil Wilson	Details on covid-secure working arrangements will form part of return to work 1-2-1s for those returning to the workplace. Workplace risk assessments for individual locations are also available for staff to view on Corporate Documents.  Further guidance has been made available through the publication of Covid-19 Safe Workplace Guides for staff and managers. The guides contain details on Covid-secure arrangements and working practices.	<b>COMPLETE</b>
<b>Publish communications reinforcing the need to maintain social distancing measures</b>	Lynn Marsh	Social distancing has regularly been promoted through principal officer briefings and other publications. Signage regarding social distancing is visible in all service locations.	<b>COMPLETE</b>
<b>Publish guidance on cleaning routines for shared areas and equipment e.g. printers, pool cars</b>	Neil Wilson	Guidance on cleaning routines is available on the intranet. In addition, Neil Wilson issued an all-user email on 5 August outlining the importance of cleaning routines for shared resources such as kitchen areas and printers.  Further guidance on cleaning workstations and equipment is available within the Covid-19 Safe Workplace Guides and Covid-19 Managers Handbook.	<b>COMPLETE</b>
<b>Develop a mechanism for staff to report concerns regarding social distancing within the workplace</b>	Andrea Harvey	The Safecall facility has been made available for staff to report any social distancing concerns that they may have and where they do not feel comfortable raising this in the workplace.	<b>COMPLETE</b>



<b>Review the use of Principal Officer briefings to communicate with staff</b>	Mark Cashin	The Covid-19 briefings have been reduced in frequency from daily to 2x per week. Ongoing frequencies of the briefing will be determined by the prevailing situation regarding Covid-19.  A regular briefing will be maintained post-Covid, with the frequency of this to be determined.	<b>ONGOING</b>
<b>Ensure those working from home are kept in regular contact with colleagues and line managers</b>	Line Managers	The importance of regular contact is referenced within the interim home working guidance, which sets out expectations for staff and line managers. Staff and line managers should ensure that they maintain regular contact between themselves and also their wider team.	<b>COMPLETE</b>
<b>Develop a home-working policy to further support staff to work remotely</b>	Andrea Harvey	An interim home working guidance document has now been published to provide guidance during the lockdown period. The document sets out expectations of staff and line managers for those working from home, as well as providing guidance on issues such as safe working, caring responsibilities, working time and information security.	<b>COMPLETE</b>
<b>Agree guidance on arrangements in the event of staff facing childcare issues due to Covid-19</b>	Andrea Harvey	A range of measures already exist to support staff with unplanned childcare needs and this should be discussed with line managers in the first instance. Guidance on caring responsibilities is outlined within the interim home working guidance document.	<b>COMPLETE</b>
<b>Consider the provision of additional equipment to support the needs of those working at home for prolonged periods of time</b>	Line Managers	Revised DSE assessment processes have been communicated to staff working from home to identify any particular needs regarding equipment. The interim home working document provides guidance for staff regarding risk assessment and the procurement of necessary equipment to enable regular working from home in a DSE compliant manner.	<b>COMPLETE</b>
<b>Promote regular health and wellbeing advice/support for staff to access</b>	Lawrence Howard	A range of information and support is available to use online via the intranet. In addition, the 'Who Do I Turn To' section of the intranet has been promoted on the front page of the intranet to make it easier for staff to access necessary resources. Mental health and wellbeing continues to be a priority, particularly during periods of lockdown.  The Covid-19 Safe Workplace Guides contain support and advice for staff regarding mental health concerns. The Manager's Guide also provides guidance on the development of wellbeing action plans which can be put in place to support mental health and wellbeing.	<b>ONGOING</b>
<b>Ensure staff working from home are provided with an opportunity to discuss any potential anxieties and concerns before returning to the workplace</b>	Line Managers	Pre-return 1-2-1s have been developed between staff and line managers; with guidance in the Covid-19 Safe Workplace Guides. These 1-2-1s will explain new covid-secure processes and working arrangements in the particular workplace, as well as explain the individual and workplace risk assessments.	<b>COMPLETE</b>