

Who should come into their workplace?

Only staff that are required to support critical services AND who cannot undertake their duties from home should come to their place of work.

The services currently designated as critical are (*this list will be kept under review*):

- Continued learning & services required to support schools remaining open
- Catering & Cleaning
- Free School Meals
- Payroll & supporting HR functions
- ICT
- C2K
- iFS
- Procurement
- Critical Minor Works
- Supplier Payments
- Youth Hubs & EOTAS
- Critical Operations Centre
- Counselling Services
- Admissions/ Transfer & SEN
- Communications

Our ICT team are working hard to enable critical service staff to work from home wherever possible. If in doubt speak to your line manager.

Instructions for staff not currently in the workplace

If you are not in the workplace you are reminded that as an EA employee you are expected to be available for work and you may be reasonably directed to support the work of your, or another team particularly critical services assuming you do not fall into one of the 'at risk' categories identified by the Public Health Agency (PHA).

You should:

- ✓ Share a mobile/contact number with your line manager and be contactable during normal working hours
- ✓ Check emails daily if practically possible - you can access your email from home via <https://webmail.eani.org.uk>
- ✓ Undertake such work tasks / functions from home as you reasonably can
- ✓ Divert your desktop phone to your mobile if you can
- ✓ Notify your line manager if you have a confirmed case of Coronavirus or are required to self-isolate

THINK?

Think about what you post on social media – could it affect the morale of colleagues still in the workplace or compromise the reputation of the Education Authority?

What support can you offer from home?

SAFE OPERATING PRACTICE FOR CRITICAL WORKERS WHEN IN THE WORKPLACE

DATE: 25TH MARCH 2020

Our ICT team are working hard to enable critical service staff to work from home. However, some services may require access to an office at certain times. Our priority is keeping you as safe as possible so we will:

1. Close unnecessary buildings and offices.
2. Designate spaces that can be used while maintaining social distance
3. Make hand sanitiser available at building entrances and in offices being used by staff
4. Undertake regular cleaning of those spaces and enhanced cleaning where necessary
5. Make cleaning materials available to staff to clean surfaces during the day
6. Ensure there is signage reminding staff of social distancing rules and hand washing requirements
7. Ensure there are accessible hand washing facilities
8. Close all communal areas so staff cannot congregate, such as tea rooms, canteens etc.
9. Have a 'Duty Manager' for each building that is open who staff can contact

To keep safe in the workplace staff **MUST**:

- ✓ Remain 2 metres apart from anyone at all times
- ✓ Use hand sanitizer when you enter & leave the building
- ✓ Wash your hands often and well (20 seconds) in soapy water
- ✓ Ventilate your office wherever possible
- ✓ Clean surfaces (e.g. desktop, phones, keyboards, chairs, handles or any other surfaces) that you may be in contact with, particularly at the start & end of the day
- ✓ Walk on the left hand side of any corridor at all times
- ✓ Alert a line manager immediately if you have any symptoms while in work
- ✓ Bring in your own food & drink



Staff **MUST NOT**:

- ✗ Come into work if you are experiencing any symptoms (see [PHA](#) website)
- ✗ Congregate with other staff for any reason
- ✗ Crowd another colleague's space – maintain 2 metres at all times
- ✗ Make any food or tea / coffee for other colleagues
- ✗ Access areas that have been sealed off without prior approval of the Duty Manager