

Lockdown3

Government Guidance

Update



Link – Guidance

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>





HM Government



STAY HOME



**PROTECT
THE NHS**



SAVE LIVES

Lockdown Summary

You must stay at home. The single most important action we can all take is to stay at home to protect the NHS and save lives. Here's a brief summary of the rules:

- stay at home - you must not leave, or be outside of your home except where necessary (such as to buy food, medical reasons, exercise, go to work if you can't work from home)
- exercise with your household (or support bubble) or one other person should be limited to once per day, and you should not travel outside your local area
- do not meet others - you cannot leave your home to meet socially with anyone you do not live with or are not in a support bubble with
- schools and colleges - will remain open only for vulnerable children and the children of critical workers. All other children will learn remotely until February half term. Early Years settings like pre-schools and nurseries remain open
- travel - if you do leave home for a permitted reason, you should always stay local in the village, town, or part of the city where you live. You may leave your local area for a legally permitted reason, such as for work



Leaving Home

- WORK
- VOLUNTEERING
- ESSENTIAL ACTIVITIES
- EDUCATION / CHILDCARE
- MEETING OTHERS & CARE**
- MEDICAL REASONS
- HARM & COMPASSIONATE VISITS
- ANIMAL WELFARE
- COMMUNAL WORSHIP & LIFE EVENTS
- BUYING & SELLING A HOME
- VOTING



Clinically Extremely Vulnerable

- There is a further group of people who are defined, also on medical grounds, as [clinically extremely vulnerable](#) to coronavirus – that is, people with specific serious health conditions. Over this period, we are advising the clinically extremely vulnerable to work from home.
- If you cannot work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP) or Employment Support Allowance (ESA).
- You are encouraged to stay at home as much as possible, but are encouraged to go outside for exercise.
- A letter will be sent to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place.

<https://www.gov.uk/coronavirus-shielding-support> - link to register for support



Closure of, restrictions on, businesses

(9)A person who is responsible for a community centre or hall must ensure that the community centre or hall is closed except where it is used—

- (a)to provide essential voluntary activities or urgent public support services (including the provision of food banks or other support for the homeless or vulnerable people, blood donation sessions or support in an emergency),
- (b)for the purposes of education or training,
- (c)for the purposes of **support groups** (up to 15 people), or
- (d)for the purposes of—
 - (i)childcare provided by a person registered under Part 3 of the Childcare Act 2006, or
 - (ii)supervised activities for children



Exceptions in relation to gatherings

(8) For the purposes of paragraph (6), “support group” means a group or one to one support which is organised by a business, a charitable, benevolent or philanthropic institution or a public body to provide mutual aid, therapy or any other form of support to its members or those who attend its meetings, for **example** those providing support—

- (a) to victims of crime (including domestic abuse);
- (b) to those with, or recovering from, addictions (including alcohol, narcotics or other substance addictions) or addictive patterns of behaviour;
- (c) to new parents;
- (d) to those with, or caring for persons with, any long-term illness or terminal condition or who are vulnerable;
- (e) to those facing issues related to their sexuality or identity including those living as lesbian, gay, bisexual or transgender;
- (f) to those who have suffered bereavement;
- (g) to vulnerable young people



Other permitted activities at village and community halls (ACRE)

- For work purposes, where people cannot work from home (this would include the hall being hired to provide a socially distanced workplace for a local company for example health and safety training, training for carers, packaging).
- Food and essential retail for example Community shop, indoor market selling food, post office, newspapers.
- Takeaway food and drink services
- Libraries may remain open for digital access to public services, but not for other purposes. This indicates that a Community Hub which, in areas without library facilities, provides similar facilities to enable digital access to public services may remain open as an essential voluntary or public support service.
- Worship in accordance with guidance for Places of Worship.
- For voting in a local government or government election.
- As part of a government programme responding to the spread of COVID-19.



Contingency Planning & Support

Taking Care of Yourself & Your Business



Contingency Plan

RISK	RESPONSE	RESOURCES	REVIEW
Risk to business continuity	Action Plan to mitigate risk	Policy & Procedures, toolkits, staff time	How often & by Whom?
Loss of Key Personnel	List of key responsibilities & who will cover. Shared with whole team. WHO / WHEN	Create a chart - share with Crisis Team	Weekly & as staff are lost - by SMT
Staff Teams & Office/Field Working	Move to working from home - beneficiary action plan, health & safety, staff equipment checks. WHO/WHEN	Policy & Procedure - working from home. Health & Safety Checklist needed.	Weekly check-in with staff. Checklists completed within first week by staff - by SMT
Continuity of Service to Beneficiaries			
Finance			
Contracts / Funding Commitments			
ICT / Data Security - (Premises / Comms)			
Lockdown lasting over 3 months / 6 months			



Recovery Planning

- How might you restart?
- How might you need to change?
- What funding might help “bridge the gap” until you are back up and running?

The aim is to have a plan for gradually restarting

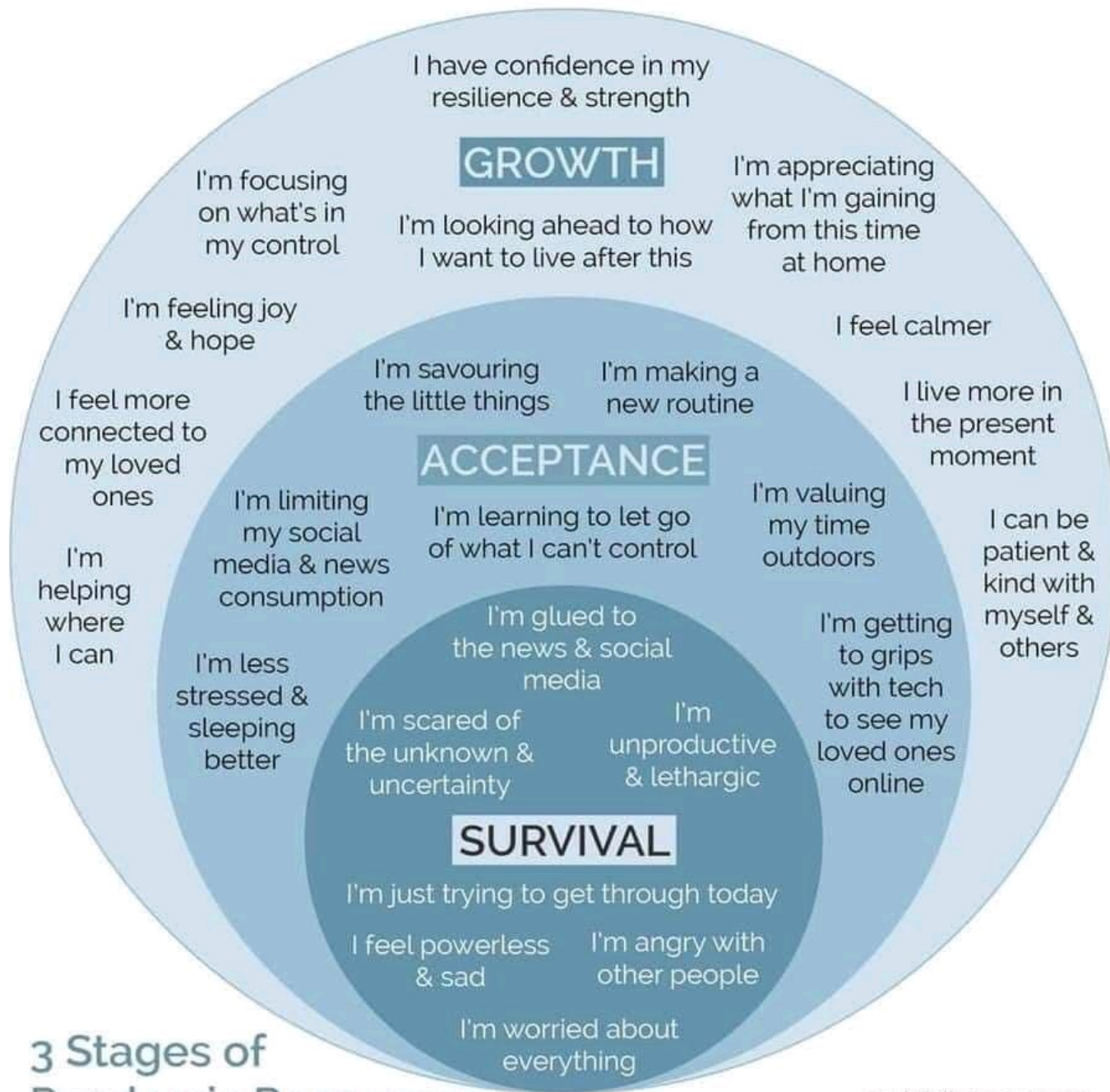
- Keeps costs low – Income is low
- Milestone Planning – **Functions / When / How**



R.P. – Things to Remember

- **Take care of people**
- **Governance** – support quick decisions
- **Phased recovery** – milestones
- **New risks** – new plan!
- **Don't over promise** – or over deliver!
- **Develop skills** - training
- **External communications** – build desire!!
- **Use staff effectively** — immediate / slow-down / recovery





3 Stages of Pandemic Response

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Symptoms of Stress

Changes in Mental functioning:

- ✱ Concentration
- ✱ Absorbing information
- ✱ Attention wandering
- ✱ Difficulty in making decisions
- ✱ Judgement being impaired

Changes in Physical Health:

- ✱ Headaches/migraine
- ✱ Indigestion & digestive difficulties
- ✱ Increased heart rate/palpitations
- ✱ Susceptible to colds/bugs
- ✱ Aches & Pains

Changes in Emotion:

- ✱ Anxious
- ✱ Less confident
- ✱ Panicky
- ✱ Irritable
- ✱ Poor self-esteem

Changes in Behaviour:

- ✱ Poor time keeping
- ✱ Drinking alcohol
- ✱ Difficulty in sleeping
- ✱ More aggressive/less assertive
- ✱ Less communicative
- ✱ Change in eating habits



Support Available – Dorset Council

- If you are clinically extremely vulnerable, you are advised to shield again and Dorset Council will write to you shortly.
If you don't have family, friends or a support network that can help you get the things you need [we can help you](#).
If you have been told to self-isolate and are on low income or benefits you may be entitled to the Government's NHS
- Test and Trace support payment. [Apply for a £500 one off self-isolation payment](#).
- Help is available if you are experiencing [financial difficulties or are feeling stressed or worried](#)
- <https://www.citizensadvice.org.uk/work/coronavirus-being-furloughed-if-you-cant-work/>



Support Available – Businesses

- Chancellor announces one-off top up grants for retail, hospitality and leisure businesses worth up to £9,000 per property to help businesses through to the Spring
- £594 million discretionary fund also made available to support other impacted businesses
- [Job Retention Scheme](#)
 - Must be employed before 30th October
 - Open to employees not previously furloughed
 - Until April 2021
- Extension of the [Self-Employment Income Support Scheme](#)
- [Financial support if you're off work because of coronavirus](#)



Find out what support you can get

For example, if you're out of work, need to get food, or want to take care of your mental health.

gov.uk/coronavirus

If you have any coronavirus symptoms:

A high temperature • A new, continuous cough
A loss of, or change to, your sense of smell or taste.

Get a test and stay at home

For more information and detailed guidance visit:
gov.uk/coronavirus



Struggling because of COVID-19?

If you are worried about money or work or are finding things tough right now, help and advice is available

Call Freephone 0800 144 8848

All advice is free, confidential and impartial



Citizens Advice (Dorset) Residents	Mon-Fri 10am to 4pm	Dorset Adviceline 0800 144 88 48
Dorset Community Action VCSE Groups	Tuesday 1pm to 4pm	DCA Helpline 01202 847610

Promoting positive mental health in the workplace

acas

Spot the signs

Common symptoms could be:

- an increase in unexplained absences or sick leave
- poor performance or timekeeping
- poor decision-making
- lack of energy and uncommunicative or moody behaviour

Start by having a quiet word. You may discover that something at home is troubling them and you just need to show understanding and patience.

Focus on what you can control

Mental health is complex and many of the factors causing mental health problems are out of your control but you can influence:

- workload and work variety
- quality of working relationships
- employee confidence in being able to talk to you about their problems
- bullying
- employee involvement in decision-making

Help employees to cope

You do not necessarily need to be an expert/counsellor. For example, helping an employee to manage their depression may include:

- specialist medical treatment
- following diagnosis of the illness
- managing interactions with colleagues and avoiding stressors that may trigger symptoms
- getting line management support/understanding
- working flexibly.

Keep talking

If the employee is absent or returning from sickness absence try to:

- keep in touch while they are away
- hold a return to work interview on their first day back
- check on how they are coping within themselves and monitor their behaviour and performance.

Make reasonable adjustments

Under the Equality Act 2010 you may be expected to make reasonable adjustments to help an employee stay in work or get back to work.

Tackle the causes of stress

HSE have identified six common causes of stress at work. Employees may feel:

- overloaded by demands placed on them
- fed up by the lack of control they have over the work they do
- line managers fail to give them enough support
- they are not sure what their role is at work or what is expected of them
- very anxious and uncertain by the way change is being managed
- relationships at work are not based on trust and good behaviour.

Keep informed about mental health

Education and health issues can help fight the myths people have about mental health. Try to stay up-to-date with sources of occupational health and safety information.



TALKING TOOLKIT - PREVENTING WORK-RELATED STRESS

PREVENTING WORK-RELATED STRESS

GO HOME HEALTHY



TALKING TOOLKIT
Practical help with talking about stress >>>

Stress management competency indicator tool

How effective are you at preventing and reducing stress in your staff?

Use the following questionnaire to assess your behaviour

The "Stress management competency indicator tool" in this document is designed to allow you to assess whether the behaviours identified as effective for preventing and reducing stress at work are part of your management repertoire or not. The aim is to help you to reflect upon your own behaviour and management style.

The next four pages look in turn at four behavioural areas identified as being important for managers to prevent and reduce stress in their staff. You are asked to consider a range of specific manager behaviours and put a tick in the column that most closely represents your agreement with each statement. You can then use the instructions at the end of each table to calculate your score on the behavioural area covered by that table. (NB the term 'team member' is used to refer to people who report directly to you/who you manage.)

The overall assessment process on page 6 allows you to use the scores from the questionnaires to assess your effectiveness in preventing and reducing stress in your staff. It allows you to identify whether any of the areas are Development Needs for you, or whether you are Reasonably Effective in each area.



Health and Safety Executive

TACKLING WORK-RELATED STRESS USING THE MANAGEMENT STANDARDS APPROACH

A step-by-step workbook



WBK01, Published 03/19

Stress is a major cause of sickness absence in the workplace and costs over £5 billion a year in Great Britain. It affects individuals, their families and colleagues by impacting on their health but it also impacts on employers with costs relating to sickness absence, replacement staff, lost production and increased accidents.

This workbook will help your organisation meet its legal duty to assess the risks to its employees from work-related stress and provide advice and practical guidance on how to manage work-related stress. It promotes the Management Standards approach to tackling work-related stress - a systematic approach to implementing an organisational procedure for managing work-related stress. It uses a clear step-by-step method which includes checklists to help you make sure you have completed a stage before you move to the next step. HSE's stress webpages support the workbook with other guidance and tools.

The workbook will also be useful to organisations choosing to use an alternative approach, and provides advice on ensuring that approach is suitably equivalent - many of the practical solutions may also be applicable.

GO HOME HEALTHY



Supporting you to live well

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Devon Partnership NHS Trust

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What is MINDFUL EMPLOYER?

Launched back in 2004, Mindful Employer is a UK wide initiative run by Devon Partnership NHS Trust. Providing employers with easy access to professional workplace mental health training, information and advice our goal is to help employer organisations - large or small - to take a lead in supporting the mental wellbeing of staff.

• 10+ years' experience

• 1000+ organisations supported

Latest tweets >

✓ Mindful Employer UK @mindfuluk · 21 hours ago
It is a big welcome to the latest organisations to sign the charter for Employer Pledge about #mentalhealth. @DorsetHealth

✓ Mindful Employer UK @mindfuluk · 25 hours ago
The 10th to 20th May is #MentalHealthAwarenessWeek and the theme



Local Support

- **Local Community Support Groups –**
www.helpandkindness.co.uk
- Age UK Help and support - 01305 269444
- Volunteer Centre Dorset - 01305 269214
- Citizen's Advice helpline - 0344 411 1444
- DCA Supporting your group 01202 847610
- Community Response -Dorset Council
01305 212000
- Dorset Digital Champions - 01305 221048



Volunteering – Can You Help?

VACCINATION MARSHALLS - This is an exciting opportunity to join us and play your part in history by protecting the community and saving lives.

Register your interest at <https://www.can100.org/volunteer-to-help-stop-covid-19>

Community Action Network are working with Volunteer Centre Dorset, to launch a recruitment campaign to find volunteer marshals across Dorset with a particular focus on the Bournemouth area. We'd like people coming for vaccinations to feel welcomed, comfortable and safe, and our volunteer marshals will play an important role in this.

As a marshal you will help the NHS provide a seamless, safe and efficient vaccination service for local people.

Marshals will help in so many ways, from providing a friendly welcome to vaccination sites, and escorting people to vaccination points.



We Can Do It!

