

# ESSEX ASSOCIATION OF LOCAL COUNCILS

# Weekly Walk Through

# Covid19



8th June 2020

Issue No. 9

## **A gentle reminder:**

It is still not possible to hold a Parish Council meeting in person at this time. We do not know if this situation will be different by the end of June. However, the Council needs to be cautious and may wish to reconsider virtual meetings.

This is because the government is still prohibiting gatherings of people from more than one household. Whilst your councillors can social distance at a meeting, they are from different households. The other issue is you would not be able to limit the numbers of members of the public wishing to attend. The risks of bringing people together are not manageable under the current social distancing rules.

As the government relaxes the rules further the EALC will aim to provide further information. The council of course can start planning how it will be able to manage the social distancing with risk assessments put in place to limit possible infections. EALC are working on providing you with guidance on risk assessments, more information will follow shortly.

Stay Safe and Best Wishes

*Charlie Stode*



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# Working Safely During Coronavirus (COVID-19)

Government guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic.



## 5 steps to working safely

### 1. Carry out a COVID-19 risk assessment

Before restarting work you should ensure the safety of the workplace by:

- ♦ carrying out a risk assessment in line with the [HSE guidance](#) 
- ♦ consulting with your workers or trade unions
- ♦ sharing the results of the risk assessment with your workforce and on your website

### 2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- ♦ encouraging people to follow the [guidance on hand washing and hygiene](#) 
- ♦ providing hand sanitiser around the workplace, in addition to washrooms
- ♦ frequently cleaning and disinfecting objects and surfaces that are touched regularly
- ♦ enhancing cleaning for busy areas
- ♦ setting clear use and cleaning guidance for toilets
- ♦ providing hand drying facilities – either paper towels or electrical dryers

### 3. Help people to work from home

You should take all reasonable steps to help people work from home by:

- ♦ discussing home working arrangements
- ♦ ensuring they have the right equipment, for example remote access to work systems
- ♦ including them in all necessary communications
- ♦ looking after their physical and mental wellbeing

### 4. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- ♦ putting up signs to remind workers and visitors of social distancing guidance
- ♦ avoiding sharing workstations
- ♦ using floor tape or paint to mark areas to help people keep to a 2m distance
- ♦ arranging one-way traffic through the workplace if possible
- ♦ switching to seeing visitors by appointment only if possible



## Covid 19 Weekly Walk Through

### 5. Where people cannot be 2m apart, manage transmission risk

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- ◆ considering whether an activity needs to continue for the business to operate
- ◆ keeping the activity time involved as short as possible
- ◆ using screens or barriers to separate people from each other
- ◆ using back-to-back or side-to-side working whenever possible
- ◆ staggering arrival and departure times
- ◆ reducing the number of people each person has contact with by using 'fixed teams

## Working Safely During COVID-19 in Offices and Contact Centres

Guidance for people who work in or run offices, contact centres and similar indoor environments.



## Working Safely During COVID-19 in Construction and other outdoor work

Guidance for people who work in or run outdoor working environments.



## Face Coverings To Become Mandatory on Public Transport

**From 15 June**, face coverings will be required while using public transport in England.

The government will work with operators to make it mandatory for passengers to wear face coverings when using public transport in England, the Transport Secretary Grant Shapps announced.

Wherever possible people should continue to avoid public transport and walk, cycle or drive, but for some people this may not be an option.



### Guidance on Managing Facilities and Public Spaces

#### CFP

On 3 June, CFP published a guide to **managing public parks during COVID-19**. This includes specific sections related to car parks, children's play areas, outdoor gyms, ball courts, sports activities, public toilets, cafes and visitor centres.

This guide is intended to help local authorities and other organisations who manage urban and country parks and the wider green space to think through how sites can be managed as the government steadily releases the lockdown state.



#### The Lawn Tennis Association

The Lawn Tennis Association has produced [information related to tennis activities during COVID-19](#).



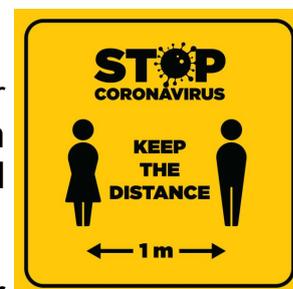
#### Skateboard England

Skateboard England has produced a set of [guidelines for skating safely](#)



### Guidance on the phased return of outdoor sport and recreation

From 1 June, you can now exercise alone, with members of your household, or with up to, but no more than 5 other people from outside your household while keeping 2 metres apart at all times.



Social distancing of 2 metres applies to people outside of your household. If you are playing sport or exercising with people from your own household, the 2 metre rule does not apply.

From 13 May, outdoor sports courts and other outdoor sporting activities have been permitted to reopen if those responsible for them are ready to do so and they can do so safely, following [COVID-19 Secure guidelines](#).



Indoor facilities such as clubhouses **should be kept closed**, apart from toilets and throughways. Clubhouse bars and restaurants can also offer take-away services.

Outdoor gyms, playgrounds and outdoor and indoor swimming pools **will remain closed to the public**.

### Public Buildings Can Reopen For Childcare

The Department for Education (DfE) has updated their guidance to allow public buildings, including community and church halls, to open for the purpose of childcare providers to re-open to provide childcare to families. The updated DfE guidance allows any public building to open for any early years and childcare provider, that is listed on the early years register, to re-open subject to meeting the criteria set out below. Please note, that at this point the DfE guidance has not been amended to allow for out of school childcare providers to re-open. We would appreciate you working with any early years and childcare provider that is a tenant in any of your buildings, and wishes to, to be able to re-open.

We have extracted the relevant section below, and the full updated guidance document can be found at [Actions for early years and childcare providers during the coronavirus outbreak](#)

#### **6.2 What should happen if the premises where the provider usually operates is closed, such as the community centre or church hall?**

*From 1 June, community centres or places of worship will be allowed to open for providers on the early years register which usually use those premises. Providers should ensure they are acting in line with the [protective measures](#) and [safe working guidance](#) as well as the [planning guide for early years and childcare settings](#). They should also ensure they are managing risks related to other users of the premises.*

#### **6.3 Are before and after school clubs allowed to operate?**

*Providers which are registered with Ofsted or with a Childminder Agency which have before and after school clubs on school premises and can ensure they follow the protective measures guidance, are able to operate.*

*This is only the case for registered providers which operate on school premises. All other out of school settings are not able to reopen.*

### Advice to Local Authorities on prioritising waste collections

A guide to help waste collectors prioritise their collection services during the coronavirus pandemic. This includes managing household waste recycling centres.

[Updated the guidance](#) on HWRCs to reflect that there are no restrictions on taking journeys to local HWRCs to dispose of waste



# ESSEX ASSOCIATION OF LOCAL COUNCILS

*Committed to excellence in training*

## **LOCUM CLERKS STAFFING BANK 2020**

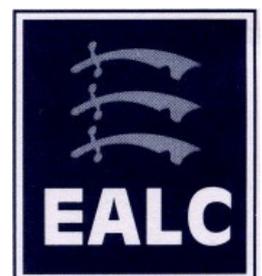


The EALC is in need of Locum Clerks for the EALC Clerks Staffing Bank

The Essex Association advise councils that they must independently evaluate potential Locum Clerks and the Association endorses none

Names are placed on a bank and may be sent to any Council in Essex requesting Clerks details

If you are interested contact  
[communicationsofficer@ealc.gov.uk](mailto:communicationsofficer@ealc.gov.uk)





# EALC COMMUNICATIONS

Communications are vitally important and the Essex Association is committed to provide good communications to Member Councils.

To streamline our communication enquires regarding any of the below, from today are now to be emailed to [communicationsofficer@ealc.gov.uk](mailto:communicationsofficer@ealc.gov.uk)

## E Communications Available:

- ◆ Daily Covid19 Updates
- ◆ Weekly (Mondays)  
Weekly Walk Through Covid19
- ◆ Weekly (Tuesdays)  
Job Bulletin only containing adverts
- ◆ Weekly (Wednesdays)  
Police Bulletin only containing information from Essex Police
- ◆ Weekly (Fridays)  
E Bulletin
- ◆ EALC Web Site [www.ealc.gov.uk](http://www.ealc.gov.uk)
- ◆ Social Media [Facebook](#) / [Twitter](#)





## Community Initiative Fund 2020/2021 Launch

This fund is aimed at Individuals, voluntary organisations and community groups with a vision to boost their local communities and help make Essex a great place to live and work.

Grants of up to £10,000 may be awarded for either a Capital or Revenue (not core costs) project. One off grant awards will be decided by the Panel in October 2020.

If you have received funding from the CIF in the past 3 years from 2019/2020, you will not be eligible to apply.

This fund excludes projects that deliver outside the administrative area of Essex County Council.

**Please submit your pre application forms to Louise Gambardella at [louise.gambardella@ealc.gov.uk](mailto:louise.gambardella@ealc.gov.uk) by 5pm on Tuesday 30th June 2020.**

For more information and pre application form please visit our dedicated webpage [HERE](#)

## Useful Information

### **EALC Publications**

If you wish to purchase any of the following publications please complete and return your order form to [communicationsofficer@ealc.gov.uk](mailto:communicationsofficer@ealc.gov.uk)

Local Councils Explained	£14.99 + £5 p+p
Good Councillor Guide	£3.99 + £4 p+p
Being a Good Employer	£3.99 + £4 p+p
Good Councillor Guide to Neighbourhood Planning	£3.99 + £4 p+p

Order Form



### **Emergency Foodbank Grant**

Foodbanks can apply for up to £1,000 to help purchase food, toiletries, storage, PPE for staff and volunteers, promotion and volunteer recruitment and volunteer expenses.

The EALC aim to complete each application within 48 hours.

For more information, flyer and application form please visit our dedicated webpage [HERE](#) or contact our Funding Officer Louise Gambardella at [louise.gambardella@ealc.gov.uk](mailto:louise.gambardella@ealc.gov.uk)



### **NEW EALC LEGAL ENQUIRIES EMAIL**

Don't Forget any legal, process or procedure enquires are now to be emailed to [legal@ealc.gov.uk](mailto:legal@ealc.gov.uk)

#### **Staff Members:**

**Chief Executive Officer**  
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## Useful Information

### EALC achievements during Covid19 Lockdown

The EALC wishes to thank our Membership for the support of Chairman, Councillors and Clerks during this difficult period.

Below you will see the achievements of the EALC staff with support of the EALC Chairman, Vice Chairman, Treasurer and Executive members.

Thank you all so much for supporting us during this difficult time and paying your affiliation fees so quickly.

Legal enquiries

182

We have responded to 72 requests for information during this period. We are trying to complete all enquiries in a timely manner, please accept our apologies if your enquiry has been delayed.

COVID– 19 Updates

50

During the month we have refined the way we update you. We trust this is useful to you.

EALC Connections for Clerks

21

The Clerk Connection forums enable Clerks to get together share experiences and ask questions 195 Clerks attended.

EALC Connections for Chairman and Councillors

13

The Chairman and Councillor Forums have brought members together to exchange views and deal with common issues 167 Chairman and Councillors have attended these.

Health & Wellbeing Plans Forums

1

The Health & Wellbeing Plans Forums for the present Covid –19 circumstances are an efficient way of letting residents know what Local Councils and volunteer groups are doing in the area. 9 Clerks, Councillors and Chairman have attended these.

Health & Wellbeing Updates

8

During COVID 19 it is really key for the EALC to keep you updated and help support the development of Health and Wellbeing Plans.

Weekly Walk Through Publications

8

Our newest COVID 19 publication – bringing to you good information in every edition.

Micro Grants Awarded

16

Grants were awarded to a number of community development projects and to some COVID 19 related projects

Emergency Foodbank Fund Awards

36

This is a new fund solely dependent on public donations.

*All figures correct at time of publication*