

Dear all

I met with service managers today to discuss FSCF continuity plans for COVID. We have a business continuity plan and we now have further work to do to prepare for possibilities relating to the virus as more information emerges.

I have tasked service managers to work with you to do the following by the end of next week:

- **Reducing the risk of infection spread by reducing face to face contact.**
Managers to identify a list of essential tasks and non-essential tasks for workers and for managers. Managers to confirm which essential tasks require face to face contact, and tasks where face to face contact could be replaced (e.g. telephone support, skype or face time meetings etc).
- **Preparing for staff shortages in the event of sickness or self isolation:**
 - Managers will work with workers to risk assess all open families, and make a list of families who we will prioritise in the event of staff shortages. Prioritising will be done by considering a)the frequency, gravity and severity of risk to the welfare of the children and b)considering possible increase or decrease in risk if the child/ren are not in school and at home for longer periods (e.g. if schools, nurseries or playschemes close)
 - Preparing a list of staff with health conditions, with elderly relatives living at home, or relatives with health conditions living at home who may need alternative arrangements to reduce risk of infection spread
 - Preparing a list of staff with children who may need alternative arrangements to reduce risk of infection spread and/or manage childcare pressures
 - Becca to prepare a contingency plan in the event of reduced manager capacity due to COVID
 - Lauren will work with Tracey, Jade and Sue to prepare a contingency plan for staff shortages at front door and/or increased referrals if schools close
- **Working from home arrangements.** We will follow corporate advice on this as it emerges. Currently there are no changes to working from home arrangements.
- **Community sites.** To confirm that Elaine Dunning is already liaising with managers at the Winch and Netherwood regarding any changes at those venues, and will consider any changes required at Chamberlain as and when necessary.
- **Call cascade.** Managers will ensure current contact numbers for all staff are on the call cascade by Friday 20 March latest
- All staff to follow the procedures set out in the FSCF business continuity plan (sent to all of you this week) and the Camden Council guidance for what to do if you feel ill or if you identify a child or family member with COVID symptoms.

I hope this is clear, but if you have any questions then please do ask. The COVID situation is dynamic and will keep changing day to day, but I will do all I can to make sure we manage this safely and calmly and have done as much preparation as possible to look after you and look after our families. Thank you for your patience as we all work through this.

Becca

Becca Dove

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