

Preparing for Shutdown Exit

**Briefing for FSCF
7 and 9 July 2020**





This session will cover:

- What we know now about the lifting of shut down restrictions
- The things that are important to you – survey findings
- The COVID situation here in Camden
- Our Plan for moving from phase 3 to phase 2 of our emergency management plan and what that means for a gradual and gentle return to face-to-face work and using office accommodation
- What this will mean for you
- Q and A and next steps

What do we know now?

- The Government says we are now at level 3 on their alert system
- There have been more relaxations of the shutdown measures – more businesses are open, people can meet inside one other persons home, the 1-metre+ approach has been introduced, shielding programme being paused on 31 July
- 5PS is now a COVID-secure building; other Council buildings are still shut but being risk assessed
- Transport is still running at much lower capacity than ‘normal’
- Local lockdown (or local outbreak) plans have been written by every local authority
- Social distancing in some form is likely to remain a feature of life for some months to come







What's Important to You: Findings from Our Service All-Staff Survey

What's Important to You – The Survey Findings

We ran the staff survey between 15 and 26 June 2020, to ask how you were feeling about returning to face-to-face work and using office accommodation again. 62.5% of us took part in the survey. 43% of the responses were from FIF, 20% FSEH, 17% EHC, 17% TT, and 3% PAS

More Details

 EHC	6
 FIF	15
 FSEH	7
 PAS	1
 TT	6



What's Important to You – The Survey Findings

What Are You Looking Forward To?

The majority of you (82%) said you were most looking forward to seeing your friends and colleagues again, and seeing children and families again (63%). Around half of you (48%) also said you were looking forward to getting more balance between home life and work life.

More Details

● Seeing my colleagues and frie...	29
● Seeing children and families a...	22
● Getting back into a daily routine	13
● Helping to get more balance ...	17
● Something else	2

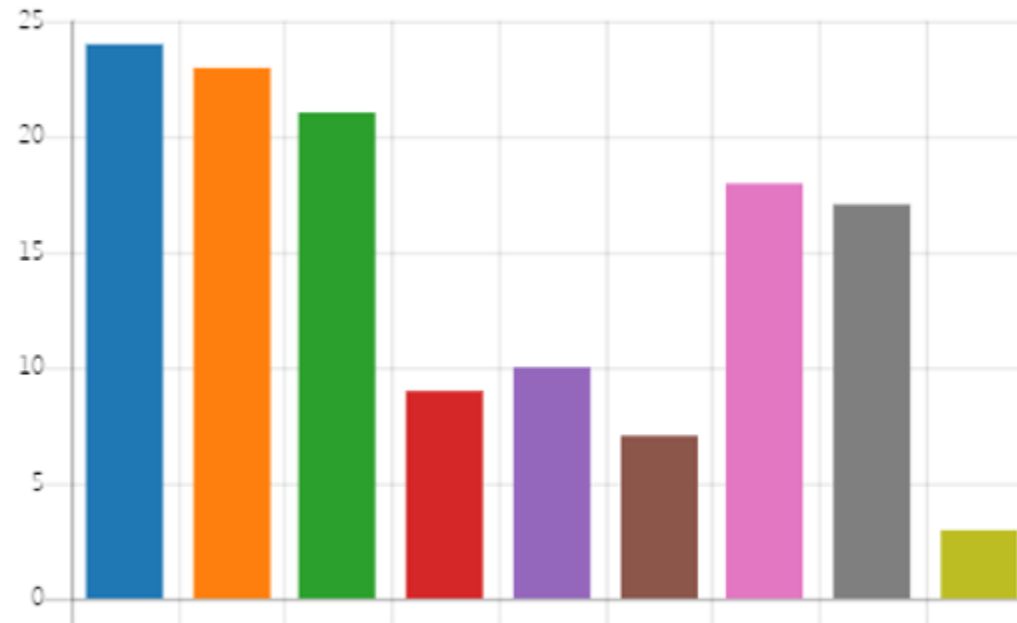


What's Important to You – The Survey Findings

What are You Feeling Most Anxious About?

The majority of you said the things you were feeling most anxious about were travel/commute (68%), social distancing in the office (65%) and social distancing in the family home (60%). Around half of you also said you were anxious about the impact on your physical health (51%) and your emotional health (49%).

● The travel/commute	24
● Social distancing in the office	23
● Social distancing in family ho...	21
● Not being on my usual office f...	9
● My childcare arrangements (fo...	10
● My caring responsibilities (for ...	7
● The impact on my physical he...	18
● The impact on my emotional ...	17
● Something else	3



What's Important to You – The Survey Findings



What Would Help You Feel More Confident?

Clarity and flexibility about office arrangements

Clarity and flexibility about visiting families

Personal circumstances including childcare, commuting and emotional health

General hopes for improvements at national level

What Important Thing Should We Know?

Worries about transport

The limitations of trying to do family work 100% remotely

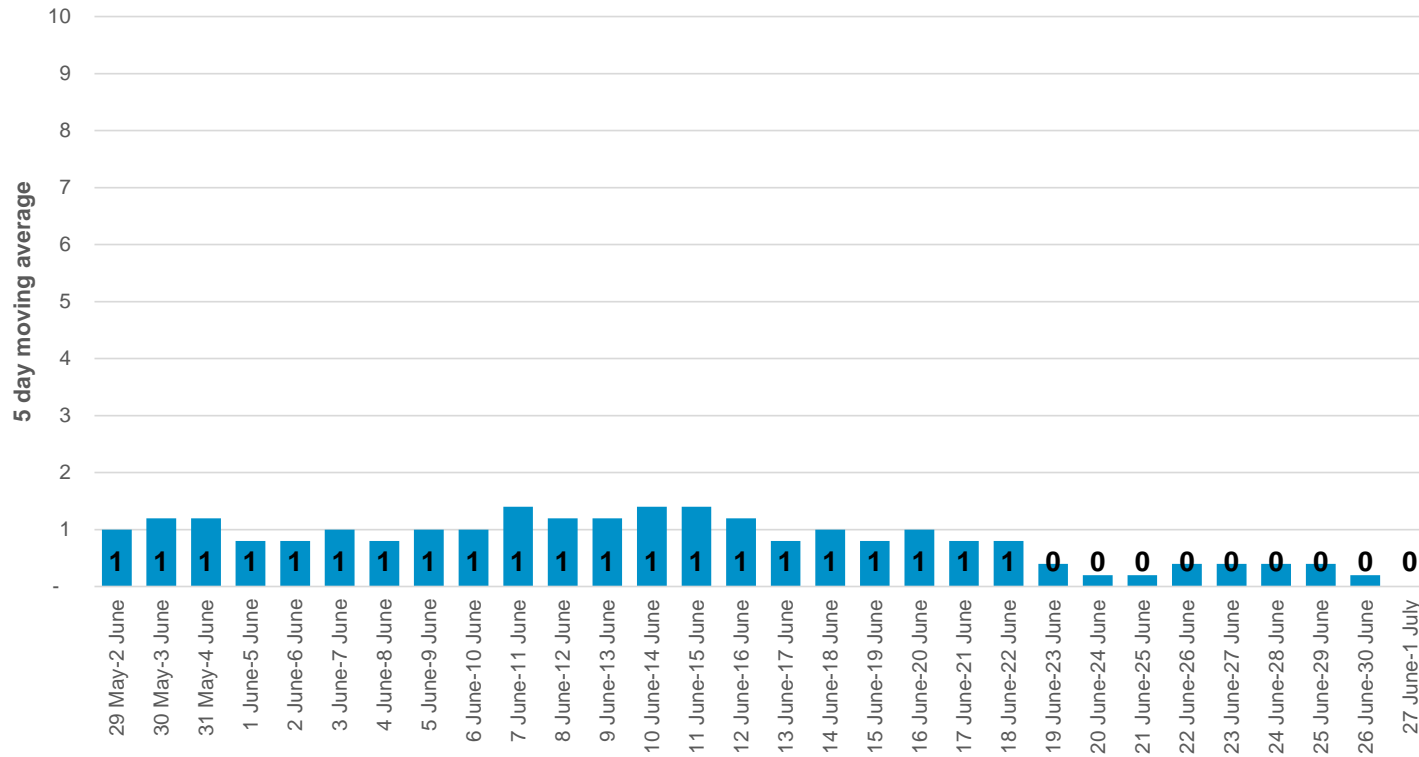
Observations about office working (strengths and weaknesses)

General apprehensions, and particularly about managing infection in 5PS

The COVID Situation in Camden

How many cases are in the borough?

5 Day moving average of number of new cases in Camden,
29 - 2 June to 27 June-1 July 2020

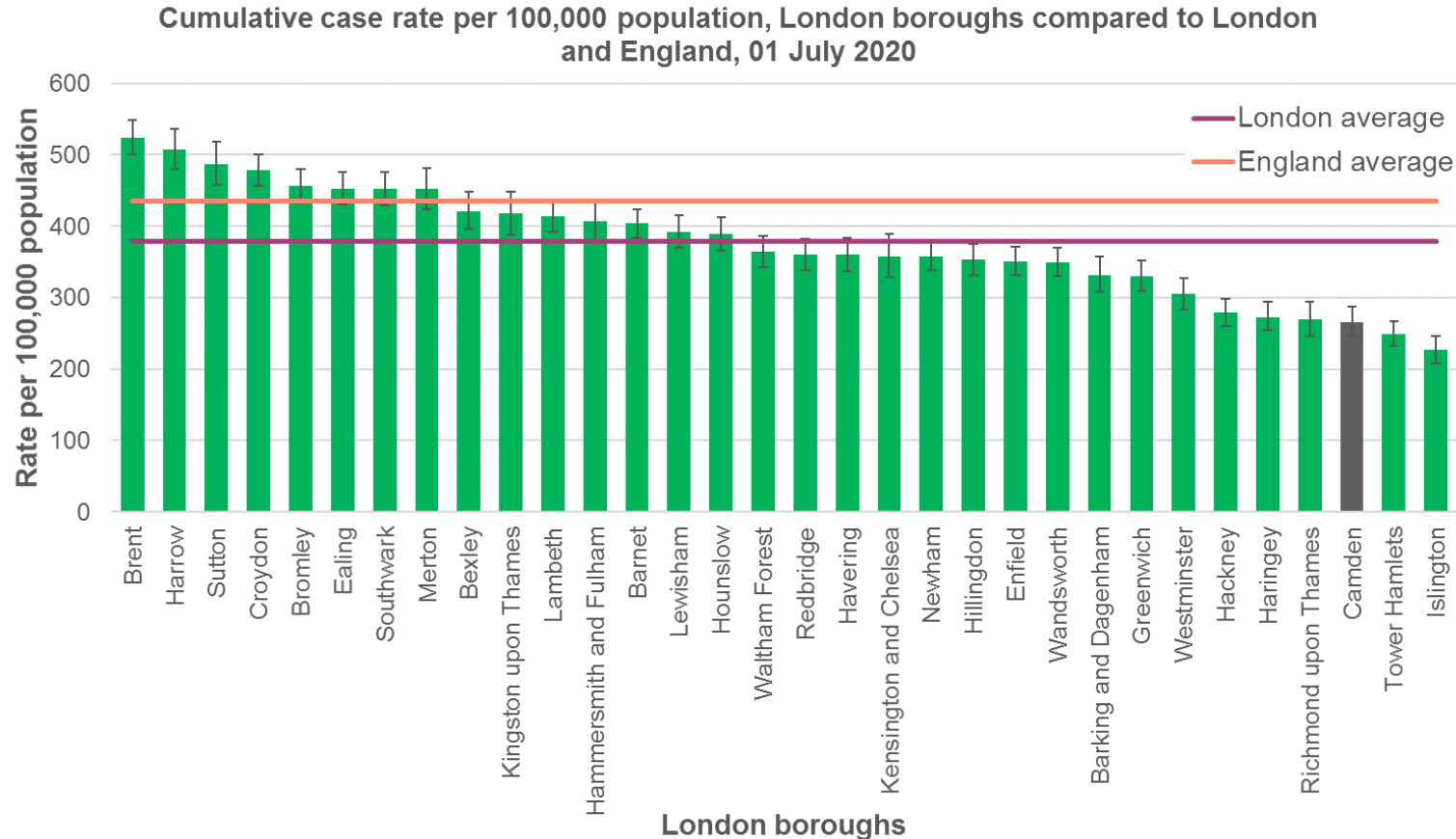


Note: Date refers to date the first specimen was taken from the person being tested. Confirmed cases are from Pillar 1 and Pillar 2 testing

Source: 03 July 2020 Daily report for London PHE Centre

- As of 01 July 2020, there are a total of **698** laboratory confirmed cases in Camden.
- There were 3 new cases reported between 20 - 26 June (latest week of complete data available).

Cumulative Case Rates – All London Boroughs



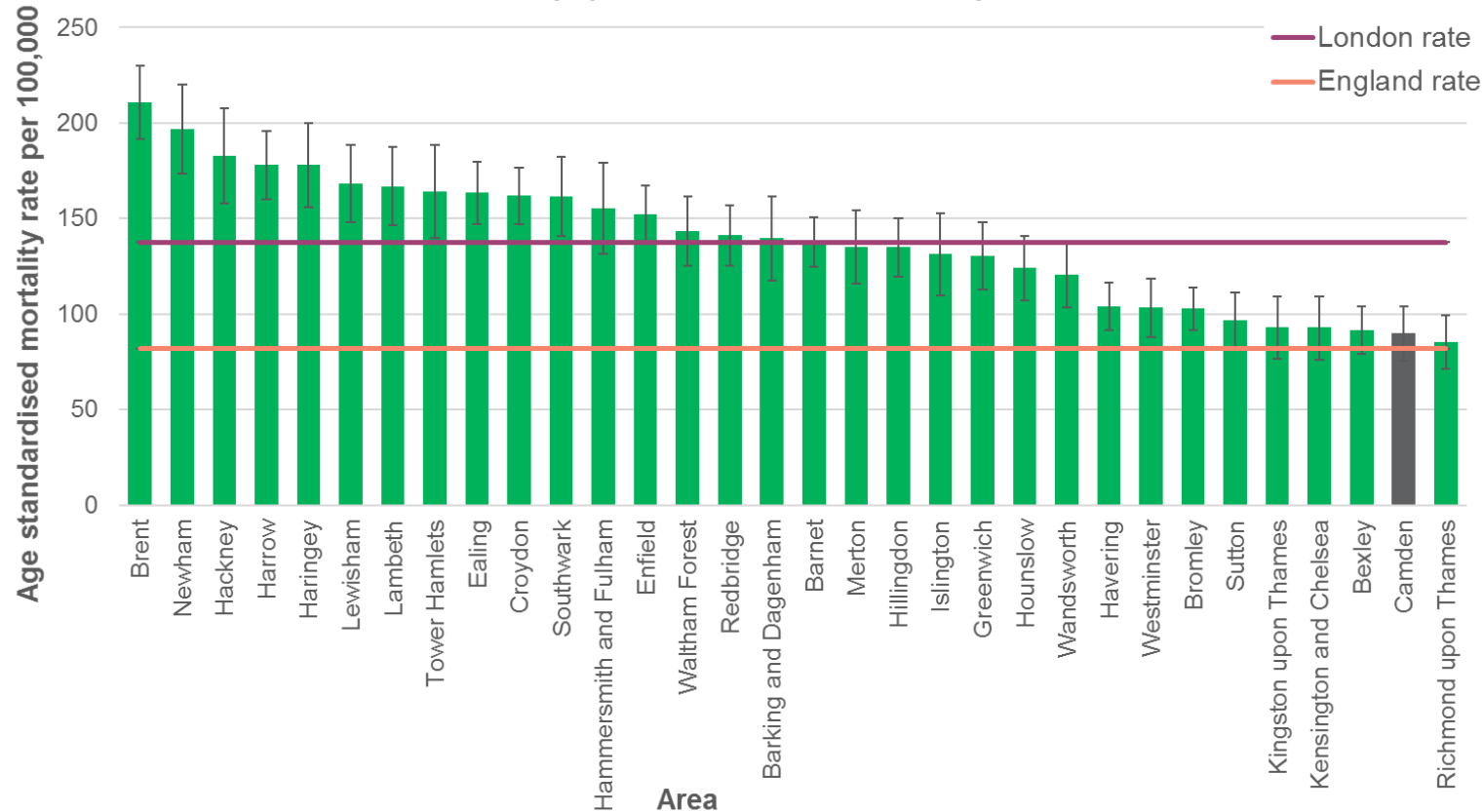
Note: Rates have been calculated using 2018 mid-year population estimates, the most up-to-date estimates when published. These are rates based off the cumulative number of Pillar 1 and Pillar 2 lab confirmed cases on the 01/07/2020. Pillar 2 cases have been included since 31/03/2020

Source: Daily report for London PHE Centre

- Camden has the 3rd lowest cumulative COVID-19 case rate in London at **266** per 100,000 population.
- This is lower than the rates for England and London (436 and 379 per 100,000 respectively).
- As of 25 June 2020 the R number for London was estimated to be in the range of 0.7-0.9. This signifies the average number of people that one infected person will pass the virus on to is between 0.7 and 0.9, which indicates the infection rates are falling.
- The equivalent R number for Camden (or other London Boroughs) cannot be calculated due to small numbers of local cases.

Age Standardised Death Rates – All London Boroughs

Age standardised mortality rate per 100,000, COVID-19 deaths, London Borough resident population, 1st March- 31st May 2020



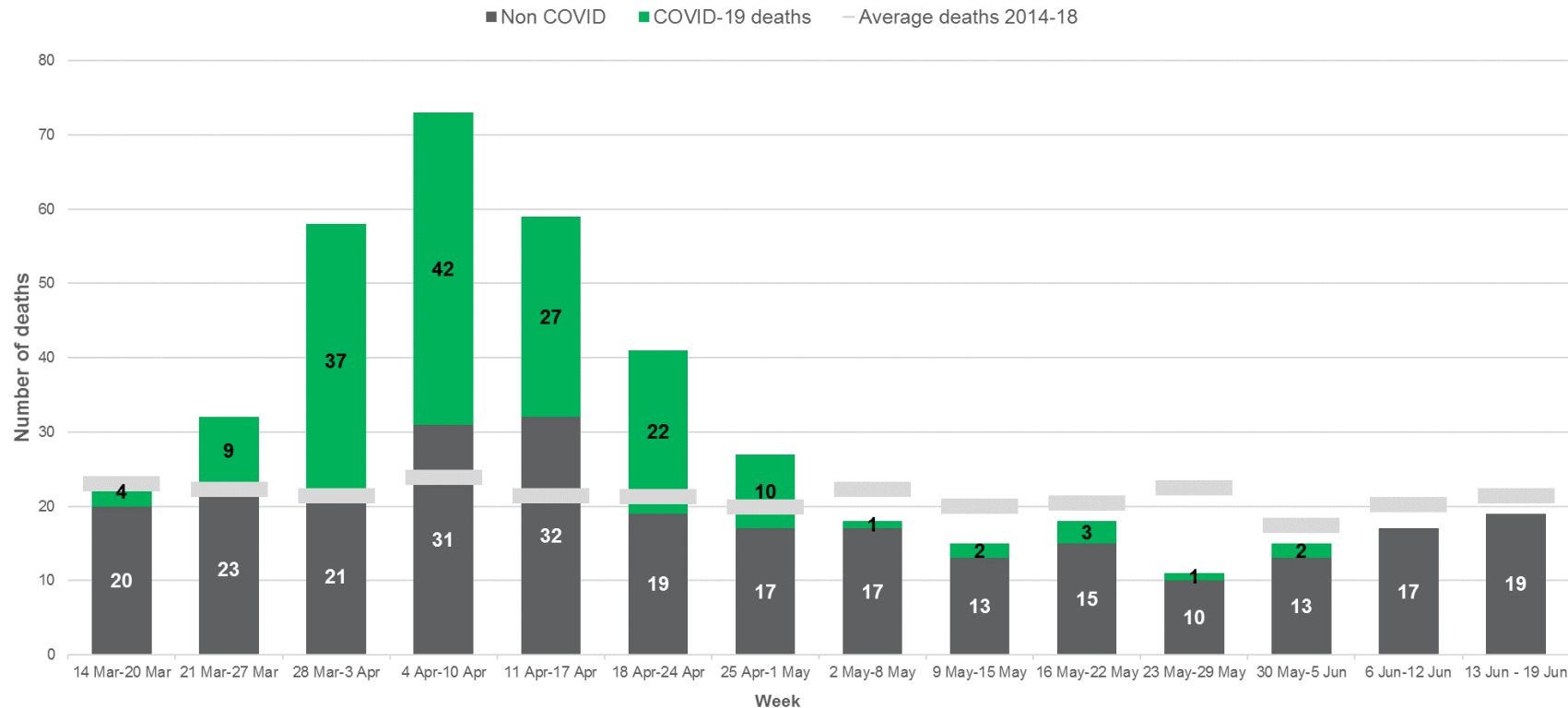
- Camden has the second lowest COVID-19 age standardised death rate in London at 90 per 100,000 population.
- This is significantly lower than the London rate (138 per 100,000) but similar to the England rate (82 per 100,000).

Note: Rates have been calculated using 2019 mid-year population estimates, the most up-to-date estimates when published.
Source: ONS 2020

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/bulletins/deathsinvolvingcovid19bylocalareasanddeprivation/deathsoccurringbetween1marchand31may2020>

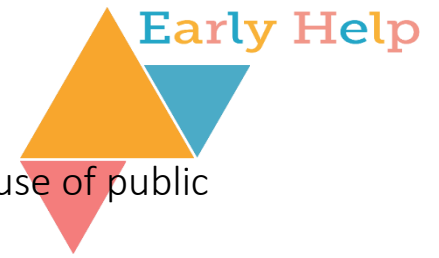
Weekly deaths

Deaths by cause of death (weekly numbers) for deaths that occurred from 14 March 2020 to 19 June 2020 (registered up to 27 June 2020)



- A total of 160 deaths in Camden have been COVID-19 related, up to 19 June 2020.
- In Camden, the number of COVID-19 related deaths peaked during the week of 4 April – 10 April at 42 deaths and has fallen steadily since.
- For the period 13 June – 19 June there were no COVID-19 related deaths.
- Since the week commencing 2nd of May the number of weekly deaths has been lower than the 2014-2018 average.

A summary of all the things to consider



Your worries about **public transport** - finding a way for you to do face-to-face visits and also enable you to limit your use of public transport as much as possible.

Your clearly expressed desire to **see your friends and colleagues** again versus the **risk of infection spread** (and the possibility of taking out whole staff contingents if one person becomes sick with COVID) and honouring both as much as we can.

Your clearly expressed desire to **start seeing children and families** again, but also your worries about **social distancing in family homes**.

Very tight limitations on the **number of desk spaces** we have been given at 5PS

Doing **multiple scenario modelling** to work out a way to do this that mitigates risk as far as we can, but accepting we cannot keep you 100% safe (because none of us are 100% safe from the moment we step outside our homes).

Looking at **other examples** from other sectors who have put infection control measures in place, combined with Camden and Islington Public Health advice.

The COVID situation in Camden as well as the rest of the country, including the implications of local outbreak plans and looking ahead to autumn/winter and flu season

Trying to make this **as clear and hassle-free for you all as possible** and not introducing complicated booking systems.

KEEPING YOU, AND THE FAMILIES WE WORK WITH, AS SAFE AND WELL AS POSSIBLE



Our Plan For Moving From Phase 3 to Phase 2 of our Emergency Management Plan



Our Plan

Our plan is to move from phase 3 to phase 2 of our emergency management plan

This means gradually and gently reintroducing face-to-face work and using office accommodation

The plan takes into account all the things you said were important to you from the survey

As we discussed last time, our emergency management plan is set out in phases; if anything nationally or locally changes, we can move up or down the phases and all know what we're doing

The plan has been signed off by Health and Safety and the Unions, and will go to the Supporting People Directorate Management Team during July

The move from phase 3 to phase 2 won't start until 3 August earliest

Moving from Phase 3 to Phase 2

Plan General Principles



Plan General Principles

5PS as base camp, not as an office where I work

Even when we have access to 5PS, you will not be required to be in 5PS. We need to think of 5PS not as a regular office, but as a basecamp. You can use basecamp as a place to touch down in between visits or meetings for example to wash your hands, use the toilet, heat up lunch, have a sit down and a rest and have a socially distanced connection with colleagues. But you do not have to use 5PS. You can do your visits and go straight home again if that's what you'd like to do.

5PS with 75% less people in it

Normally 2200 people are in 5PS. Now it will be around 645 maximum.

Visits Outside the Home As An Alternative To Visits Inside the Home

We can do a lot of our work face-to-face with families without it needing to take place inside a family home.

Prioritising Face-to-Face Visits with Families We Feel Most Worried About

We would want to make sure we prioritise those families for a face-to-face visit that we have been most worried about. We have had a priority family list throughout COVID so we know which families those are.

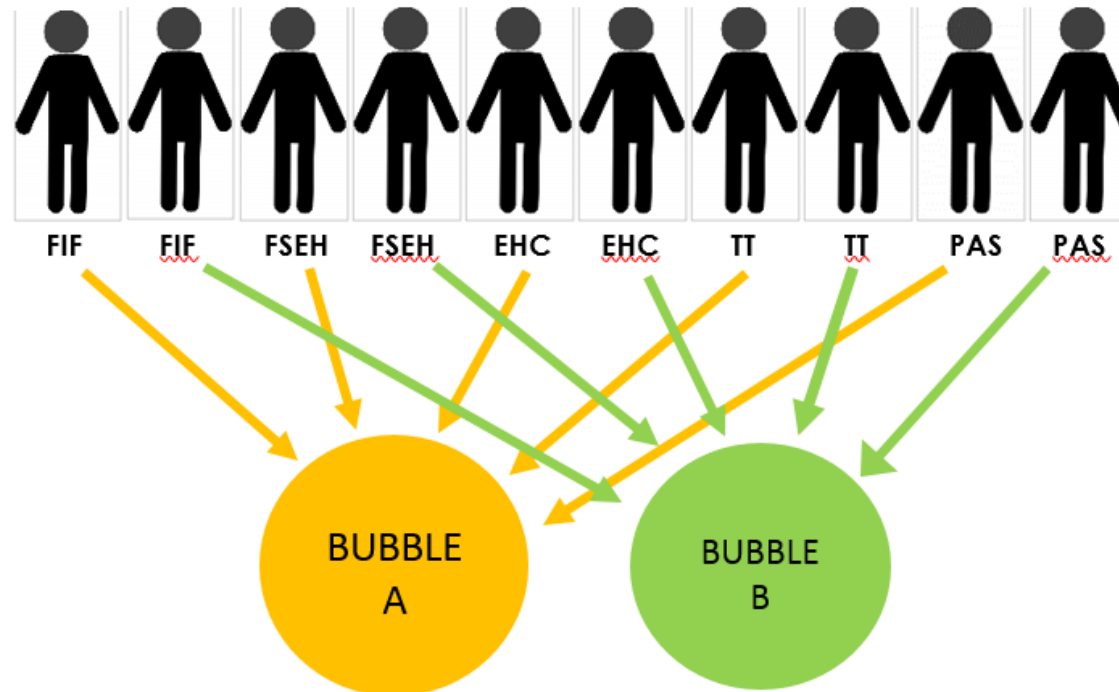
Moving from Phase 3 to Phase 2 Plan Specifics

Plan Specifics - Bubbles

Splitting the whole of FSCF into 2 Bubbles

The whole service will be split into Bubble A and Bubble B. Each bubble will have a mixture of FIF, EHC, FSEH, TT and PAS staff in it.

You're not changing your regular team. You're just being given a group to belong to. Think school bubbles for example. This is a simple visual of the bubbles:



Plan Specifics - Bubbles



Why have we done this?

This is to help prevent the spread of infection. We cannot run the risk of whole staff groups becoming ill. If for example we had all of TT in one bubble and one TT worker became ill with COVID, we could run the risk of all of TT falling ill.

It also means we can tell exactly who might have been together in 5PS, which helps with test and trace.

We will try and do three things with the bubbles as much as we can:

- Managers to be in a bubble with their staff – this means you could do a face-to-face supervision via a walk-and-talk, or a side-by-side visit.
- Honouring the pods/groupings that exist in teams already so you can see some of your friends and colleagues – but accepting we cannot risk infection spread across teams.
- Continuing with a 5PS oncall manager rota to make sure we have access to the safe for vouchers and preparing laptop loans for delivery.

Plan Specifics – Bubble Rotation

The 2 bubbles will work in a rotation pattern.

Both bubbles will use a blended approach of face-to-face visits and virtual visits on a staggered rotation.

This means each bubble will have one week in Camden, and one week working remotely. Here is an example of how that would work:

w/c 3 August	w/c 10 August	w/c 17 August	w/c 24 August
Bubble A Camden week	Bubble A Remote week	Bubble A Camden week	Bubble A Remote week
Bubble B Remote week	Bubble B Camden week	Bubble B Remote week	Bubble B Camden week

Plan Specifics – Bubble Rotation



What will bubble rotation mean in practice?

You can do a face-to-face visit with a family in your Camden week. Remember this doesn't need to be in the family home, it can be outdoors or in an alternative venue.

You can do a virtual visit with a family in your Remote week.

Families will have a choice of a face-to-face visit or a virtual visit.

Face-to-face visits and meetings can take place on any day of your Camden week BUT

You can cluster your visits to reduce your use of public transport as much as possible (e.g. take the 60:40 approach and doing your visits over 2 days)

On your Camden weeks, you can stagger your start and finish time so you don't need to travel during peak hours. Again, you do not need to come into 5PS if you don't want to; it is there as a basecamp if you want to use it.

You won't need to book a space, you can arrive at 5PS as basecamp and use specific desks on the 7th floor. Noone else but us will use those desks

The rest of the time, you can work at home.

Plan Specifics – Bubble Rotation

Why have we done this?

It reduces the need for transport every day – you only need to travel during your Camden week which will be every fortnight, not every week.

It maximises the number of days available in a week for you to see a family

It sets a clear boundary and expectation on visits – face-to-face visit one week, virtual visit the next, on rotation. You and the family can feel clear what to expect from each other.

You can plan sessions ahead so you know what you want to achieve with the family during face-to-face visits and virtual visits.

It builds in as much flexibility and autonomy as possible for you to make decisions about what to do and when (e.g. when to see families, when to have supervision etc).

If someone in your bubble does fall ill with COVID during a Camden week, you'll already be at home the next week as it will be a Remote week. That will help with self-isolating.

Plan Specifics – 5PS Seating

We will only use specific desks at 5PS

These will be on the 7th floor.

We cannot use the 9th floor as there is not enough space for everyone who used to sit there, and maintain social distancing.

We have been allocated 27 desks on the 7th floor. Only we will use those desks, and everyone in a bubble will be allocated a specific desk

Here is a layout so you can see which desks (blue with a green tick).

When in 5PS, we will all abide by the new regulations in place to help keep the whole building COVID-secure



Click PDF.

REVISED
1st July 2020

- ASC - 23
- CLDS - 8
- CIN - 28
- FAMILY SUPPORT - 27
- LARGE MONITORS
- HEIGHT ADJUSTABLE DESKS

58 Available desks
26 Available collaborative seats.

✓ Seating
● indicates available seats in other areas.

Rev	Amendment Details	Date	By
1	Camden Project and Consultancy Services Strategy and Projects Team Level 3 5 Pancras Square London N1C 4AG CAD Manager: C O'Neill E: c.oreilly@camden.gov.uk T: 020 7374 1870		

Property:
5 Pancras Square

Floor:
Level 7

Drawing Title:
SOCIAL DISTANCING LAYOUT
2 meters apart.

Drawn by	Checked by	Date	Rev	Scale
CON	SN	14/10/14	A3	NT88

Drawing No:
20-07-01-PS-7-SD-2M



Plan Specifics – 5PS Seating

Why have we done this?

Having dedicated seating for our team means no one else can use our desks. This will help with preventing infection spread

Everyone in each bubble will be allocated a desk in advance – essentially, no more hotdesking until further notice. This also helps prevent infection spread.

The seating has been socially distanced already so we can keep 2 metres apart (or 1 metre+) from other people

We have enough desks to accommodate everyone in 1 bubble (but we need to prioritise people who need 5PS as a basecamp – e.g. family workers)

We can follow all the regulations to help reduce risk of infection spread for example cleaning the desk and chair when we vacate it. This is in addition to the cleaning staff responsibilities. Cleaning wipes and sprays will be readily available.

Plan Specifics – Risk Assessments

An Individual Risk Assessment and a Family COVID Risk Assessment



Everyone, managers included, will have an individual risk assessment.

We will also do a risk assessment of a family home before every visit.

We will do this 24 hours before every planned visit.

The two risk assessments combined will help us to plan and mitigate as much risk as possible before every visit.

Everyone in the service will be provided with a washable lip-reading face mask – this is in addition to the PPE we have in stock for anyone who needs it through their individual risk assessment.

Why have we done this?

Arranging ourselves in an evenly split rota with equal access to 5PS as a basecamp helps make sure this is equal and fair - everyone is treated the same. The individual risk assessments are what makes this equitable and just– we work to make sure everyone gets what they need.

The approach set out provides the infrastructure for us all to operate in. The individual risk assessments enable you and your line manager to customise and tailor the approach to your unique circumstances.



Plan Specifics – TAFs and Team Meetings

TAFs, team meetings and group supervisions will remain virtual until further notice

Why have we done this?

- There are still tight regulations on the number of people from different households who can meet indoors.
- Premises or locations which are COVID-19 secure will be able to hold more than 30 people, subject to their own capacity limits, although any individual groups should not interact with anyone outside of the group they are attending the venue with – so in a group no larger than 2 households or 6 people if outdoors
- We won't change our approach to TAFs, team meetings and group supervisions until those regulations change

Plan Specifics – Alternative Venues

Sourcing Alternative Venues for Face-to-Face meetings



Plans are underway to source regular venues you could use for face-to-face meetings outside the family home.

These include community centres, libraries, youth centres and places of worship

Schools are an option too, just bear in mind how under pressure schools are to make sure they keep their premises COVID secure with large numbers of children on site.

Our aim is for:

A list of COVID-secure venues which we block-book in advance, with 1-hour slots available on set days.

You to see one family at a time during a slot to comply with social distancing regulations

The list to be on the Guidebook by 3 August. You can ring or email the venue to book a slot.

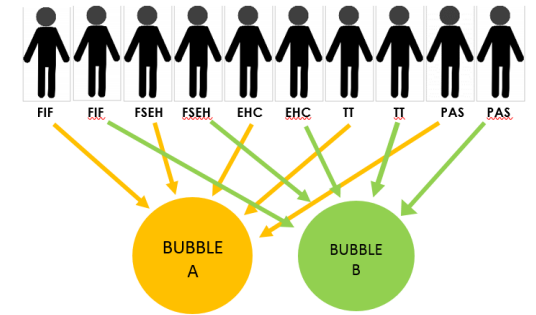
You can of course use your own contacts, and make use of parks and open spaces too.

A list of washing/toilet/eating places open across Camden from the Frontline Presence Team so you don't have to be reliant on 5PS as a basecamp (for example if you're doing visits in Kilburn or Gospel Oak)

All visits to family homes will follow the Public Health Guidance on Home Visits (already on the Guidebook)

Recap - what will this mean for me?

- You will be in a bubble with your line manager and some of your team
- Your bubble will do 1 week in Camden, 1 week working remotely in rotation, so you'll only need to travel every fortnight, not every day or every week
- You can do face-to-face visits or meetings during your Camden week, and virtual visits during your remote week
- You can cluster your face-to-face visits (e.g. 60:40), and stagger your start and finish times during your Camden week to avoid rush-hour
- You can use alternative venues for face-to-face visits where possible and appropriate
- 5PS is there as a basecamp if you need it during your Camden week, but you don't have to use it
- You'll have an allocated desk at 5PS to use if you come into 5PS
- The rest of the time, you'll work from home, and have TAFs and team meetings remotely
- You'll have an individual risk assessment, kept under constant review
- You'll do a family COVID risk assessment 24 hours before every visit
- You'll be given a washable lip-reading face mask (and PPE if determined by your risk assessment)
- If your job doesn't require home visits, you can work from home. You can have a side-by-side supervision or meet with a friend from your bubble during your Camden week, if you choose to (but determined by your risk assessment)



w/c 3 August	w/c 10 August	w/c 17 August	w/c 24 August
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Bubble B Remote week	Bubble B Camden week	Bubble B Remote week	Bubble B Camden week



Recap - what will this mean for me as a manager?



- You will be in a bubble with your direct reports
- You will have 1 week in Camden, 1 week working remotely in rotation
- You can do face-to-face/side-by-side supervisions with staff during your Camden week if you both choose to (virtual if you don't and determined by your risk assessment), and stagger your start and finish times to avoid rush-hour.
- You can accompany staff on joint home visits during your Camden week if needed
- 5PS is there as a basecamp if you need it during your Camden week, but you don't have to use it
- You will have an allocated desk at 5PS to use if you come into 5PS
- We can mainly return to normal recording and oversight procedures BUT
- We will need to continue COVID recording and oversight procedures if families may choose exclusively virtual visits
- You will have an individual risk assessment, kept under constant review
- The rest of the time, you work from home
- You may also be on the 5PS oncall manager rota (subject to your risk assessment)

Q and A

Next steps

- This was a lot to take in. Take it away and reflect on it for a while. There is no rush – move at your own pace
- Talk with your line manager; work through what this means for you, talk through any concerns or worries you have, and do your individual risk assessment together if you haven't already
- Come to one of my Next Steps drop-in sessions –four sessions over the next 2 weeks, calendar invites to be sent after this session
- Watch the Camden 'Returning to Our Buildings' video here <https://web.microsoftstream.com/video/a51ccbdd-99f0-4757-8113-252c65430ddf?list=studio> and read the 5PS Office User Guide here <https://ascpractice.camden.gov.uk/early-help-guide/family-early-help-covid-guidebook/fscf-procedures-during-covid/returning-to-offices-and-face-to-face-work/#main>
- We'll come back together on 30 July to review if anything has changed nationally or in Camden
- We'll start implementing our move from phase 3 to phase 2 of our emergency management plan from Monday 3 August
- There will be sessions on new procedures, and working through scenarios for planning your visits, throughout August
- Once we start, we will keep the plan in place for at least 6-8 weeks, monitor carefully how it is going (especially for families), and what else may change in the national social distancing measures – with an eye on the autumn/winter
- Its okay to feel anxious – you're not alone and we're here for you and with you every step of the way