



From: Enfield Catering Services
Civic Centre
Silver Street
Enfield. EN1 3XY
Date: 20th May 2020

Dear Colleagues,

We wanted to write to you in advance of the partial reopening of schools on 1st June to give you an update on the current situation and to clarify a few questions you may have in how we will be moving forward.

Firstly, we are very grateful to our staff who have continued to attend their places of work during the crisis and deliver essential services to our schools and communities. As we prepare to return to schools, your Unit Chef or Area Manager will have been in touch and each school will be preparing to cater for children safely. Some schools will be opting for a packed lunch and some a “takeaway” style hot meal to classrooms, so there may need be some flexibility in order to meet the requirements of the school.

Whilst we understand that proposed reopening of schools may bring feelings of concern, please be assured that your health, safety and welfare remains our top priority. We will continue to work strictly within these guidelines and risk assessments will be carried out by your manager to ensure practices are in place which help protect their teams and aid social distancing as far as possible to keep us all safe. These risk assessments will continue to be updated regularly in line with the latest government advice and guidance.

There may be some changes required to the workflow in the kitchen and number of people working at any one point, which you will need to discuss with your Unit Chef / Area Chef. We will be sending signage to every kitchen including reminders about social distancing, that only catering staff are allowed in the kitchen and one member of staff at a time in the dry stores etc. Please ensure that these posters are visible to all staff.

Extremely vulnerable (Shielded) or clinically vulnerable persons

For those of you who are vulnerable or living with someone who is, please see the below guidance on returning to work. Further information about these categories is also available online at <https://www.gov.uk/coronavirus>

PART OF



ENFIELD
Council



Catering Services
Enfield Civic Centre
Silver Street
Enfield, EN1 3XA

www.traded.enfield.gov.uk/TheHub

Extremely Vulnerable (Shielded):

- If you are deemed extremely vulnerable and require shielding by the NHS, you are **not** expected to return to your school kitchen. Please provide your Area Chef Manager with a copy of the letter you would have received from your GP or NHS England as soon as you can.
- If someone in your household is deemed extremely vulnerable (shielded), you do not need to start shielding yourself, however please let your Area Chef Manager know of your circumstances so an individual risk assessment can be made to determine whether stringent social distancing can be adhered to. Please provide Enfield Catering with a copy of the letter your family member/member of your household would have received from their GP or NHS England.

Clinically vulnerable:

- If you are deemed clinically vulnerable, you are **not** expected to return to your school kitchen at this time. Please provide your Area Chef Manager with a copy of the letter you would have received from your GP or NHS England as soon as you can.
- If you or someone in your household is deemed clinically vulnerable, the government have confirmed that you **can** attend your workplace. You are therefore expected to be available for work, however please let your Area Chef Manager know of your circumstances so an individual risk assessment and any necessary considerations can be made.

As you will be aware, Enfield Catering is classed as a front-line service and therefore all staff have been identified as key workers by the government. Your children are therefore entitled to continue to attend their school or childcare setting whilst you are at work if you have no alternative childcare, or if your child's year group is not one of those listed as returning to school on 1st June.

Use of Personal Protective Equipment (PPE)

Government guidance on Personal Protective Equipment states that:

“Personal protective equipment (PPE) for the majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms”

As PPE (such as face masks) is not recommended for use in schools, PPE will not be provided in line with government advice and guidelines. As outlined above, the necessary risk assessments are being arranged and carried out to ensure all reasonable steps have been taken, as well as ensuring further health and safety measures are in place and social distancing is strictly followed so that everything practically possible is being done within government guidelines to keep you safe.

For those of you returning to work, we look forward to welcoming you. You will have received a link for an individual risk assessment that will need completing as soon as possible. This will only take a few minutes and can be done from your phone or a computer. Please let your Area Chef Manager / Unit Chef Manager know if you do not have online access

We would also like to remind you of our free Enfield Employee Assistance Programme (EAP), which is an invaluable service, particularly for anyone who is feeling affected by the current situation. You can call them confidentially on **0800 328 1437** and access confidential, expert advice, important information, specialist counselling and support. It is available to both staff and immediate family members. Whatever your circumstances, we recognise it is a difficult time for all, but support is available to you.

IMPORTANT NOTE:

Please remember, if you are currently showing symptoms of Covid-19, you must self-isolate in line with government guidelines and as a key worker, you can book an appointment to complete a test on this website:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.

You will need to bring your work ID to the test centre with you.

We do not know how long the current measures will be in place for, however we hope that you feel reassured that we will continue to take the appropriate steps and follow the advice available to protect your health and safety. We appreciate your ongoing support and dedication to the various projects on board.