

Appraisals

The yearly Appraisal is fast approaching and all appraisals must be completed by 24th April 2020. Please ensure you update the matrix with the appraisal information and managers to scan their office staff appraisals to HR before 01.05.2020.

Lone Working

Please refer to the email send out yesterday ensure that staff are aware of Lone working policy and are vigilant!!

Coronavirus

The UK Chief Medical Officers has now raised the risk to the public from low to moderate. However, the risk to individuals remains low. The government-funded campaign advises the public to:

- ✓ always carry tissues and use them to catch coughs and sneezes, and bin the tissue
- ✓ wash hands with soap and water, or use sanitiser gel, to kill germs

Please see the Public Health Flyer under the Editorial section.

You can watch the Cononavirus Public Information Video via the following link:

<https://www.youtube.com/watch?v=TsdFFrEOcrQ>

EU Settlement Advice

If you're an EU, EEA or Swiss citizen, you can apply to the EU Settlement Scheme to continue living in the UK after 30 June 2021. If your application is successful, you'll get either settled or pre-settled status. Please refer to the link below-

<https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status> or HR for more information

Training

The Induction training times are 10.00 AM to 4.00 PM. All branches should advise the trainees that they will attend the training till 4.00 pm. **Any trainees or carers attending after 10.00 am will be turned away.**

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EDITORIAL

We are in the month of February and we should continue to strive to achieve our individual and business targets.

This week, we had CQC visits both announced and unannounced to Bexley branch and Stratford respectively.

This shows that we need to be ready and prepare at all times.

Well done to the teams in both branches.

Lets us continue to keep up the good work.

PUBLIC HEALTH FLYER



Wuhan Novel Coronavirus

If you have been to Wuhan, China, in the last 14 days ...

Stay indoors and avoid contact with others



Contact NHS 111 for advice



Please follow this advice even if you do not have symptoms of the virus

Do not go to work, school or public areas



Avoid visitors in your home



Avoid using public transport or taxis



Symptoms to look out for:



Cough



Runny nose



Sore throat



Fever



Difficulty breathing

Visit NHS.UK for more information