



BUSINESS **HEALTHY**



News and updates from Business Healthy

Photo credit - James Burns

This newsletter is designed to provide a roundup of news, updates and information that may be useful in helping you to keep your workforce healthy and well. It is written in a way to make it easy for you to cut and paste content to share across your internal communications channels. If there is a way we can make this easier, please let us know [here](#).

A copy of this newsletter is also available on the [Business Healthy website](#).

Business Healthy is funded and delivered by the City of London Corporation's Public Health team, supporting the City Corporation's statutory obligations to ensure the health and wellbeing of the more than half a million people who work in the Square Mile each day.

Follow Business Healthy on [Twitter](#) or [LinkedIn](#) to stay up-to-date on news and developments in the world of employee health and wellbeing in the Square Mile.

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Sharing is caring

Share your thoughts or feedback on our newsletter, general musings, or ideas for upcoming events with us - businesshealthy@cityoflondon.gov.uk

Did you find this newsletter useful? If you know of someone who would like to receive it, too, they can subscribe [here](#).

We are not precious about our content, so please feel free to share it far and wide.

Previous editions of our newsletter can be found [here](#).

Coronavirus (COVID-19): Updates for businesses

Employers want to keep their staff informed about the COVID-19 pandemic. There is lots of information and misinformation out there, so please ensure that any advice or guidance you are sharing only comes from a reputable source, such as the GOV.UK website.

This information was accurate at the time of sending the newsletter, but the situation is changing and the most up to date information and guidance can be found on the [GOV.UK website](#).

Employers must continue to follow [health and safety workplace guidance for their sector](#), and to refuse entry to their workplace/ premises for workers, visitors or customers who are displaying symptoms of COVID-19.

COVID-19 vaccination pop-up clinic in the City, this Wednesday 13 October

Anyone aged 16 and over, including City workers, can get their first or second COVID-19 vaccine at a pop-up vaccine clinic taking place in the City this Wednesday, 13 October, between 10am and 4pm, at the City Wellbeing Centre (75 Middlesex Street, E1 7EZ).

The vaccine available is Pfizer and second doses can only be given a minimum of eight weeks after the first.

No need to book an appointment, just turn up. You do not have to be registered with a GP to access the vaccine at this pop-up, neither will you have to prove your immigration status. Please wear a face covering, unless you are exempt.

Please share this information with your colleagues and workforce, and a poster for the clinic can be accessed from Twitter [here](#).

The COVID-19 vaccines are safe and effective and the best way to protect individuals against severe disease and death from the virus. They can also help to protect others.

While it is not mandatory to get a COVID-19 vaccine, employers have an important role to play in encouraging and supporting staff to get vaccinated. This can include, for example, giving staff time off to attend appointments, providing information about the benefits of the COVID-19 vaccines, and signposting to local vaccination events. More information and guidance for employers can be found on the [Business Healthy website](#).

Local requirements for reporting positive COVID-19 cases in your workplace have changed

COVID-19 and the virus that causes it – SARS-COV-2 – is a notifiable disease.

Businesses of any sector and any size, which are located in the City of London or Hackney, are requested to get in touch with the local Public Health team to let them know of positive cases among their workforce and/or linked to their business activities, if they reach the thresholds below.

This means that the Public Health team can provide support early on, to minimise harm to staff and customers and minimise the risk of major disruption to the business, for example through having to close as a result of a large outbreak.

- **For offices and other similar settings:** If 10% or more of the workforce attending the workplace has tested positive (PCR-confirmed), within the past 14 days, or sooner.
- **For large offices and other large similar settings (250+ staff) attending the workplace:** If 5% or more of the workforce attending the workplace has tested positive (PCR-confirmed), within the past 14 days, or sooner.
- **For construction sites/factories/ warehouses/ other settings deemed [critical to national infrastructure](#):** If there are 2 positive cases (PCR-confirmed) within the workplace within the past 14 days, or sooner.

If the thresholds are not met, it is **not** necessary to report positive cases to the Public Health team and/or the UK Health Security Agency's London Coronavirus Response Cell (LCRC) (previously known as Public Health England), however, we ask that you keep the situation under review in a timely manner, and get in touch if you have any concerns or require any support.

Where the number of cases associated with your workplace **does** meet the reporting threshold, please report to both the local authority (City of London Corporation and Hackney Council) - tstandtrace@hackney.gov.uk - and LCRC - LCRC@phe.gov.uk / 0300 303 0450.

You should immediately identify any [close workplace contacts](#) and ask them to self-isolate. **Do not wait for NHS Test and Trace.** This prompt action will help reduce the risk of a workplace outbreak.

Organisations must identify a Single Point of Contact (SPoC) to lead on notifying the local authority/LCRC of positive cases within the workplace.

Anyone on a low income, who has been instructed to self-isolate, but who cannot work from home, and may lose income as a result can apply for financial assistance (see links below). Employers can also support staff to apply for this financial support by contacting the [Self-Isolation Support Hub](#).

For more details, please read the local COVID-19 guidance for a range of business operations, which can be accessed [here](#). Note that the reporting requirements are being updated in line with the above. A COVID-19 FAQs document for businesses can be accessed [here](#).

Financial support for employees

A £500 Test and Trace Support Payment is available for people on low incomes, who can't work from home and will lose income as a result of self-isolating because they or their household have COVID-19 symptoms, have tested positive, or have been asked to self-isolate by NHS Test and Trace. Full details can be found [here](#).

Self-Isolation Service Hub

This is a telephone line for employers and establishments to provide to NHS Test & Trace with a list of people who have been identified as contacts of a case of COVID-19 in their establishment, and therefore who must self-isolate.

It is critical that employers follow up and call 020 3743 6715 as soon as they have had a positive case in their establishment (and every time thereafter), because all contacts identified are then formally logged with NHS Test & Trace. This allows those contacts who are eligible to receive a self-isolation support payment from their home Local Authority. Without the NHS Test & Trace reference, they cannot receive financial support.

Employers will need the CTAS ID of the person who had a positive case, in order to be able to record the contacts from your establishment, and will be asked to collect this from the employee/person at their establishment who tested positive as soon as they receive it. This means the employer will be able to call the hub without delay, to be able to support their employees and visitors at the earliest opportunity.

Continuing to share preventative messages about "Hands, Face, Space, Fresh Air"

Consider the airborne risks of COVID-19. Ventilation is just as important as washing hands, wearing a face covering, and keeping distance, to stopping the spread of coronavirus. Good fresh air circulation in workplaces and other businesses can help to further minimise transmission, as can avoiding face to face meetings indoors.

If a staff member (or someone in their household), or a visitor to your premises has symptoms of COVID-19, you must turn them away.

Please help us to continue to share "hands, face, space, fresh air" messages with your workforce, such as through these ["ventilation explainer" videos](#).

An NHS video on the best way to wash your hands can be viewed [here](#). Please watch and share and keep sharing.

Sharing best practice

Is your organisation taking innovative or "outside of the box" steps to support the health and wellbeing of its workforce during the pandemic?

If so, we'd really like to hear from you and showcase your efforts to our network to inspire others. This can be through an anonymous case study, for example.

If you'd like to share your experiences and discuss a case study, please get in touch with the Business Healthy team [here](#).

Supporting your workforce to keep healthy and well during the winter months

Flu vaccination

The flu vaccine is a safe and effective vaccine, and the best time to have it is in the autumn or early winter before flu starts spreading.

Flu vaccination is important because more people are likely to get flu this winter, as fewer people will have built up natural immunity to it during the COVID-19 pandemic. In addition, getting flu and COVID-19 at the same time means you're more likely to be seriously ill.

The flu vaccine doesn't protect against COVID-19, and the COVID-19 vaccine doesn't protect against flu, so it's important (and safe) to have both.

Flu is given free of charge on the NHS to people in some groups, such as those aged 50+, people who are pregnant, and those with underlying health conditions, or who live with someone with underlying health conditions.

Anyone who does not qualify for the NHS flu vaccine is still advised to get vaccinated - though they will need to pay for it. Many employers reimburse their staff. Appointments can be booked at some local pharmacies and supermarkets. Visit the [Flu vaccine](#) page on the NHS website for more details.

Stoptober

October is Stoptober - since its launch 2 million smokers have made the decision to kick their habit during this month.

As soon as someone stops smoking, their body starts to heal itself:

- Circulation improves, which can make it easier to move more
- Breathing improves
- Finances improve, through saving money that would otherwise we spent on an expensive habit

City workers who want to quit smoking can access free and non-judgemental support through [Smokefree City and Hackney](#).

They can access a 12-week stop smoking programme, which includes a dedicated stop smoking advisor and stop smoking medication (free to those who don't pay for prescriptions).

With support and medication, the likelihood of quitting is three times higher than for those who go it alone.

Last year, over 1,000 people in the City and Hackney gave up smoking with help from Smokefree City and Hackney.

Smokers take an average of eight more days of sick leave a year than non-smokers, so employers can also feel the benefits of supporting their staff to quit smoking.

To find out more, [visit the website](#), or call free of charge on 0800 046 9946.

Transitioning back to the workplace and mental wellbeing

As workers return to the workplace in greater numbers, while also working from home for part of the week, this can be a good opportunity to consider their mental health and wellbeing needs. Many employees may be concerned about returning to work, or a significant change to their routine and ways of working. Face-to-face meetings and busy transport on their commutes may be examples of additional factors that may be causing workers to feel anxious and apprehensive.

There is a wide range of free support services to signpost your workforce to, to support them to access resources for their mental health and wellbeing.

A full list can be found under the "free services" section [here](#), and include the [City Wellbeing Centre](#), [Dragon Cafe in the City](#), and [Able Futures](#). Able Futures is funded by the Department of Work and Pensions and provides free support to both employees and their employers.

Expert heart health sessions for City workers

Consultant Cardiologists from St Bart's Heart Centre deliver expert Cardiovascular Disease (CVD) prevention sessions to City businesses and their workforces. The aim is to reduce the risk of CVD in the local community. These webinars are part of a series and include sessions on "How to prevent a heart attack". For more information, visit the [Business Healthy website](#).

COVID-19 testing

Accessing free rapid COVID-19 tests for staff without symptoms

Both PCR and Lateral Flow (rapid) COVID-19 tests are **free** and provided by the NHS (for non-travel purposes). Posters explaining the difference between PCR and rapid tests, and when each should be used, can be accessed and downloaded [here](#).

PCR tests are for people with symptoms of COVID-19.

One in three people with COVID-19 do not display any symptoms. It is therefore advised that anyone without symptoms of COVID-19 tests twice a week with rapid tests, as this can help people to realise when they are infected and self-isolate quickly without further spreading the virus to others. Ideally, staff and visitors will be testing at or near to home before travelling to the workplace. Results show within 30 minutes.

Regular rapid testing has helped to stop potentially large workplace outbreaks within local businesses and are a recommended control measure.

There are many different ways City workers can access rapid tests, and more information is available [here](#).

Rapid testing outreach to small hospitality, close-contact services, and retail businesses

Small and independent hospitality, retail, and close-contact service businesses in the City are receiving visits from the local rapid testing outreach team, who are providing information about the benefits of frequent rapid testing of staff, as well as boxes of testing kits. The team are able to answer questions about rapid testing, and can also signpost to additional information and guidance on COVID-19 for workplaces.

Changes to collection of rapid testing kits from pharmacies

From 4 October, anyone collecting a lateral flow rapid test kit will need a 16-digit collect code when picking up tests from pharmacies. Collections will also be limited to a maximum of two test kits.

Accessing a collect code can be done [here](#), but you can also call 119.

If you cannot register for a collect code, you will still be able to pick up the test kits anonymously.

Thought of the Month

"As... inclusion efforts continue to improve gender balance in senior roles, we must consider the pipeline of talent and understand what hinders women from progressing to senior roles."

Despite the fact that women comprise 41% of the financial services sector and women over the age of 55 have become the fastest growing demographic in the workforce, the topic of menopause in the workplace remains stigmatised and misunderstood."

- Standard Chartered and the Financial Services Skills Commission have conducted research looking to bridge the information gap and shed light on the experiences of women managing the menopause in the workplace.

Join the report launch event on Monday 18 October, to hear from a range of speakers on the findings of this research. More information [here](#).

Coming up

Suicide Prevention Awareness for the City's business community - Thursday 2 December, 9-11am

Suicide remains an issue both locally and nationally, and with more workers returning to the Square Mile, the aim is to ensure as many as possible are aware of how to identify when a stranger or colleague may be in crisis, and know what to do to assist them, while also keeping themselves safe.

The City of London Corporation and London Samaritans are delivering another short suicide prevention awareness session for the City's business community in early December.

The session will be delivered online and is open to anyone working in the City, no matter their role, sector, or whether they have undertaken some or no mental health awareness training previously.

To find out more and to register, please visit the [Eventbrite page](#).

City elections: make sure your organisation has registered its voters

As you may know, City of London Corporation elections will be held in March, to decide who will represent City workers and residents for the next three years. These elections are unique: those who work in the City, in addition to those who live here, can register to vote. As we work to rebuild from the pandemic, it's crucial that as many different parts of our community as possible are able to shape our future.

The deadline to register voters is 16 December 2021. Registering takes just a few minutes and the number of voters is dependent on an organisation's size. Please contact vote@cityoflondon.gov.uk for your unique registration code, or for any queries.

There are resources for organisations available on the City Corporation's [campaign site](#), including a [template email](#) to circulate among colleagues, inviting them to register, too.

The City Corporation is also planning a reception at the Guildhall on 16 November, 5pm to 7pm, for those interested in finding out more about standing as a candidate in these elections. For more information, please email vote@cityoflondon.gov.uk.

NICE guidance on mental wellbeing at work - consultation

NICE - the National Institute for Health and Care Excellence - is running a consultation on its draft guidance on mental wellbeing at work, with the aim of publishing the guidelines next spring. The guidance will be targeted at employers and their representatives, HR and Occupational Health professionals, employees themselves, members of the public, and trade union representatives.

The consultation is open until Friday 29 October 2021 at 5pm, and organisations are invited to provide feedback on the draft guidelines.

Find out more on the NICE website [here](#).

Free resources

Free Thrive LDN webinar for workers supporting those experiencing bereavement, Wednesday 13 October, 2pm

Delivered by Cruse Bereavement Care UK and Thrive LDN, this webinar is aimed at supporting people to better understand how bereavement impacts individuals, families, organisations and communities - and the support available.

The webinar is designed to boost the knowledge and confidence of people who encounter bereaved people in the course of their jobs or voluntary roles.

To register, visit the [Thrive LDN website](#).

Factsheets for employers from the Society of Occupational Health and Public Health England

Following on from a series of successful webinars hosted by the Society of Occupational Medicine, in partnership with Public Health England (now the UK Health Security Agency) in early 2021, a set of factsheets has been developed with the aim of supporting employers and other stakeholders to maintain and improve good health and work outcomes during the pandemic and through its aftermath.

These factsheets cover:

- [Supporting workplace mental health and wellbeing in COVID-19 and beyond](#)
- [Developing a COVID-19-secure mental health and wellbeing strategy](#)
- [Supporting businesses to build back better: The benefits of age diversity](#)
- [Supporting your approach to workplace diversity and inclusion](#)
- [Managing change: Restructuring, redundancy, and homeworking](#)
- [Creating better quality work and workplaces](#)