



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

30th October 2020



'Inspiring people to make positive changes through great experiences'



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Staff Engagement

As you are aware that despite the disruption, the 'Leisure Transformation Project Team' continue to plan for the opening of SLLC, and to move forward with the Transformation Programme as far as is practicable.

The team have committed to communicate with our indoor leisure staff as effectively and as regularly as we can.

In this update, we will focus on a number of issues: Covid-19, on-line training update, HR update, 'Leisure Transformation Project Team' update and staff questions/queries.



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Covid 19

Keeping a positive mental attitude will make a huge difference to how you cope during the additional restrictions we are all now dealing with in our everyday lives. Therefore, it is really important that we make time to look after ourselves, each other, our colleagues, and our families at this time.

If you are feeling stressed or anxious, our Investing for Health Officer, Cathy Devlin, has some calming breathing exercises and techniques to help you relax and re-focus the mind. These exercises take just a few minutes and can be done anywhere and as part of your daily routine. Check out her latest video here – [@ South Lake](https://bit.ly/2UZqunHIncredABLE)

Council has awarded the contract for hospitality services at South Lake Leisure Centre to leading local social enterprise IncredABLE. IncredABLE will operate the new café and a suite of hospitality services at the new Centre, and excitement is continuing to build with only one week to the opening.

The new Café incredABLE will occupy a prominent position on the ground floor within the expansive, multi-access reception area and will be an integral part of the new multi-million-pound complex. The new café will operate daily from 8am until 8pm and will offer a full all-day menu including refreshments, snacks and hot and cold food. However, under current public health guidance, only takeaway food and drink will be available for a temporary period.

Working from Home

As many staff continue to work from home, we are reissuing our useful guide on ‘How to Work from Home Safely’, circulated with this Memo. Simon Patton from Cascades Leisure Complex, Health & Recreational team prepared two short videos for staff working from home back in April, so we thought it would be a timely reminder to re-share these with everyone. The videos focus on Morning and Office Mobility stretches, and aim to help everyone that works at a desk for a long period of time.

To check out the videos click on the links below.

Morning & Office Mobility Stretches: Part One <https://youtu.be/1TG3AZcVs8g>

Morning & Office Mobility Stretches: Part Two <https://youtu.be/JcnE6x4RkM8>

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Data Protection for Remote working

Many staff are homeworking during the pandemic. Data protection law does not prevent that, but you will need to consider the same kinds of security measures for homeworking that you would use in normal circumstances. A short presentation on how to comply with the law is attached in this staff email, and if you have any further queries please do not hesitate to get in touch dataprotection@armaghbanbridgecraigavon.gov.uk for **Remote working**

Face coverings remember your ABC!

Wear a face covering if you are: **A**way from your desk, to be responsible and **C**over your face to protect yourself and others. Exemptions apply.

Don't forget to enter the creative competition by emailing a photo of you with your face covering to: communications@armaghbanbridgecraigavon.gov.uk by Friday 30th October.



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Recruitment

The following posts are currently in the process of being shortlisted and interviewed:

- Shift Lead
- Female Leisure Attendant
- Trainee Leisure Attendant

Leisure Attendant – various contracts will be advertised externally this week and will close on Friday 13th November 2020.

We would like to welcome the following staff to SLLC, congratulations on your appointment to your new role

Customer Advisors

Rebecca Mayers
Kathy Crangle
Rachel Carville
Darren Taylor
Richard Thompson

Trainee Leisure Assistants

Rachel Hanlon
Una McConville
Eimear McConville

Leisure Assistants

Mark Judge
Ethan Mulholland
Eve McAdam
Ethan McAtarsney

Maintenance Technician

Ryan Rainey

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Housekeeper

Meabh McStravick

The Management Team are looking forward to working with you and the rest of the team on the transformation of leisure and in helping to make SLLC a great success.

Training

There are still a number of staff working in SLLC that need to complete the online training, this includes;

- NOPS's & EAP's
- Fire Evac
- Safeguarding
- Covid Risk Assessment
- Manual Handling

Please complete this training as soon as possible,

SIMPLE GUIDE TO SELF-ISOLATE

Below is a simple guide for staff to refer to regarding self-isolation in relation to Covid.

- **I HAVE NEW SYPTOMS (FEVER, NEW CONTINUOUS COUGH, LOSS OF TASTE AND/ OR SMELL**
 - Go home
 - Book a test on 119 or at www.gov.uk/get-coronavirus-test
 - Stay at home until you get your results
- **I LIVE WITH SOMEONE WITH SYMPTOMS**
 - Stay at home until they get their test results
 - DON'T book a test unless you develop symptoms



- **MY TEST IS NEGATIVE**

- Great! If you feel well, return to your daily business
- People you live with can do the same
- If you still are ill seek other medical help from your pharmacist or GP

- **MY TEST IS POSITIVE**

- You need to isolate at home for 10 days from the date your symptoms started
- Don't leave home - you can find sources of help and advice at www.nidirect.gov.uk/coronavirus
- The PHA Contact Tracing Service will be in touch
- Don't book another test - even if you do and test negative, you still must isolate for the full 10 days.

- **I LIVE WITH SOMEONE WHO IS POSITIVE**

- You need to isolate at home for 14 days as this is how long it can take the virus to incubate
- DON'T book a test unless you develop symptoms - even if you do and test negative, you still must isolate for the full 14 days
- You will get a text from the Contact Tracing Service telling you to isolate but don't wait for that if you know that you're a close contact

- **I THINK I'M A CLOSE CONTACT OF SOMEONE WHOSE TEST IS POSITIVE**

- You will get a text or a call from the Contact Tracing Service telling you to isolate for 14 days
- DON'T book a test unless you develop symptoms - even if you do and test negative, you still must isolate for the full 14 days
- Don't leave home - you can find sources of help and advice at www.nidirect.gov.uk/coronavirus



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- **I LIVE WITH SOMEONE OR HAVE BEEN IN CONTACT WITH SOMEONE WHO IS ISOLATING AS THEY'VE BEEN IN CONTACT OF SOMEONE WHOSE TEST IS POSITIVE**
 - You don't have to isolate
 - Don't book a test unless you develop symptoms

Update from the 'Leisure Transformation Project Team'

The 'Leisure Transformation Project Team' would like to give information regarding some of the projects that we have been working in relation to indoor leisure across the Borough;

Opening Day of South lake Leisure Centre

So next Monday 2nd November 2020 sees the brand new South Lake Leisure Centre open its doors officially to the public, following delays due to the Covid pandemic.

This project has taken many years of planning and we are finally here at its completion when we open this magnificent building to the public. There are so many staff who have been involved in this project throughout the years and each and every one has worked really hard to ensure that this fantastic facility has opened.

This facility will cater for all the health and wellbeing needs of our local communities and will be a leisure destination for those who live further afield in Northern Ireland.

The 'Leisure Transformation Project Team' would like to thank all members of staff involved in this project as we move forward in this new adventure together.

As you are all aware due to the new Covid-19 restrictions we can only offer individual gym sessions and individual lane swimming only, on an on-line pre-booking basis at this stage but we hope that this will change in the near future.

This is not how we would ideally like to be opening such a magnificent facility, but circumstances are out of our hands; so on opening day we have agreed to:

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Raise Public Awareness on Opening Day

Announce the opening with an official pre-recorded social media video incorporating professional footage of both the inside and outside of the facility (drone and camera shots), edited along with messages from the three key spokespersons for the centre; Kenny Twyble (Chair Project Board), Roger Wilson (Chief Executive), and Kevin Savage (Lord Mayor).

This video will be distributed on Get Active and ABC Corporate social media channels at 9.00am on the 2nd November. Members will be encouraged to like and share the message as our staff.

The initial video and PR will be followed up with additional social media posts and press releases, communicating professional images and positive PR stories relating to various aspects of the centre.

We will do a tour at 10am in the facility and this will include;

- Lord Mayor
- Chair and Vice Chair of the Project Board
- Roger Wilson (CE)

Then Party Leaders and members from the Project Board will be invited to tour the building at different times throughout the day.

Ambassadors for South Lake Leisure Centre

This week we will be releasing a short video featuring Para cyclist, Christopher Burns who came along to SLLC to talk about why he is excited about the new South Lake Leisure Centre opening and how he will use the facility

As you know we have been releasing these short ambassador videos on the SLLC Facebook page; so please view and share this story as widely as you can.

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Staff Questions/Queries

The 'Leisure Transformation Project Team' are interested in hearing from you, if you have any questions/queries or have a specific issue that you would like us to address during this unusual period of closure, please contact: joanne.grattan@armaghbanbridgecraigavon.gov.uk with the detail.