Returning to work on campus: Overview for Line Managers

Returning to campus at this stage in the pandemic depends on personal circumstances, and the current **DfE Tier of Restriction** in which Kent are currently operating.

For the very latest information on this ever-changing situation, visit: [https://staff.kent.ac.uk/coronavirus](https://staff.kent.ac.uk/coronavirus)

Staff returning to campus have to fall into one of our **key criteria** to be able to return at this stage. Approval will be subject to adherence to the maximum occupancy limits and therefore this is likely to be agreed subject to staff being in their own single person office. If they work in a shared space, this will likely be on a rota, which should be agreed locally with support from your Lead Building Manager.

Follow these 3 simple steps to enable staff to make a safe and phased return to campus:

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<th>Understand</th>
<th>Talk</th>
<th>Agree</th>
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**UNDERSTAND**

- Review the information provided in the **University-wide Risk Assessment**, the **Guidance from HR**, and the **H&S guidance for social distancing in offices**, working with your Building Lead Manager to plan the activity in your department.
- Understand the maximum capacities of each workspace, reviewing how staff already back on campus are using your space – can you safely accommodate more staff, and on what basis?

**TALK**

- Check-in with individual team members – do they have any potential return to campus plans, what is their personal situation, and do they have concerns? Take personal circumstances, vulnerabilities and protected characteristics into consideration as you talk to people.
- Direct staff to our latest guidance on our **Staff coronavirus site** aimed at informing and reassuring staff that we have the necessary safety measures in place.
- Do any staff working remotely meet one of our **key criteria** for returning to work on campus?

**AGREE**

- Follow the **HR guidance** to request additional returners and send your requests to hrcovid19@kent.ac.uk. Requests will be reviewed by H&S, HR and Estates and once approved individuals will be emailed a letter of confirmation outlining the re-induction steps.
- No-one should return to work on campus until the re-induction is complete. Ensure each member of staff completes this prior to their return to campus; AWAKEN training module, **Risk and Concern Conversation, H&S Checklist**.
- Agree a schedule of working, ensuring staff understand any changes to working patterns. You may need to operate a rota system or scheduled arrival/departure times, to allow the social distancing measures to be maintained.

**WELCOMING STAFF BACK**

Ensure staff know their specific building guidance and adhere to limits set by the maximum occupancy in each office space. Maximum capacities for each office space should be displayed at entrances.

Keep a record of all rotas / shift patterns for 21 days in line with **NHS Test and Trace requirements**

If you are on campus, lead by example; follow the cleaning and hygiene regimes, adhere to social distancing measures, and wear a face covering when required.

Ensure you continue to keep in touch with team members who are working remotely, so they feel involved and engaged with group activities. If you are still working from home, remember to make time to regularly check-in with staff on campus.

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