Returning to work on campus

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 have to fall into one of our key criteria to be able to return to work on campus at this stage. Approval will be subject to adherence to the maximum occupancy limits and therefore this is likely to be agreed if you work in your single person office. If you work in a shared space this will most likely be on a rota, subject to approval from your Line Manager and Building Lead Manager. If you are continuing to work from home at this time, your manager can support you with this and ensure you have what you need to work effectively.

Follow these 3 simple steps for a safe and phased return to work on campus:

**UNDERSTAND**

- Review the information available on the Staff Coronavirus webpages, including the University-wide Risk Assessment, and COVID Code of Conduct to understand the measures in place and what you need to do to ensure we maintain a COVID Secure environment for our staff and students.

**TALK**

- Discuss your return to work on campus plans, personal situation, travel options and any concerns with your line manager. If you are unable to work from home, and therefore fall into one of our key criteria, you may be prioritised for a return subject to maximum occupancy limits.

**AGREE**

- Your Academic Division / School or Professional Service Department will request permission for you to return to work on campus. This needs to be agreed by SHE Unit, Estates and HR. You may not return to your building or laboratory until you have received an emailed letter from HR and completed your re-induction.
- Complete the re-induction process with your Line Manager, completing all steps as detailed in your email from HR.
- Agree a schedule of working with your Line Manager. Some areas will have to operate a rota system or scheduled arrival/departure times, to allow the social distancing measures to be maintained. It is important to adhere to the local guidance specific to your building.

**WELCOME BACK**

When you arrive at your workplace, there will be new signage and directional guidance (including one-way systems and specific entrance and exits) in place. Please follow these.

New cleaning and hygiene regimes will be required to keep you, your colleagues and students safe.

Maintain a social distance of at least 2 metres and observe departmentally risk-assessed guidelines for circumstances where this is not feasible.

When moving around the campus in public areas wear a face covering and follow all guidance.

If you or anyone in your household shows coronavirus symptoms, you must stay at home and follow the Government’s advice on self-isolating.

These are ever changing times – regularly review our latest updates and general guidance on [https://staff.kent.ac.uk/coronavirus](https://staff.kent.ac.uk/coronavirus)

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