

Returning to the Office

COVID-19 Guidance

Returning to the Office – COVID-19 Guidance

This guidance is to help Professional Services and Academics prepare for a reduced number of staff to return to campus. It should be noted that the University's position is that staff should continue to work from home wherever possible.

Where, by exception it has been identified that the role cannot be delivered from home e.g. teaching, or can no longer be effectively delivered from home like some student/staff facing roles then the following principles apply;

- The University is maintaining the 2m social distancing rule in offices and common areas.
- Open plan or multiple occupancy office space will reduce in capacity to less than 40% to allow for social distancing.
- It is not expected that desks will be removed to create social distancing, due to restrictions on storage space.
- Colleges and Professional Services are asked to manage the occupancy of desks based on requirement to be in the office.
- Consider the office layout using social distancing at 2m shoulder to shoulder (2.3m radius) (fig.1).
- Staff should occupy their own desk where possible. Hot-desking is to be avoided where possible.
- For duties that must be undertaken on campus, managers should consider running a rota system or desk booking system within the department (fig.2).
- Where workstations must be shared, try to keep the same set of people using them.
- Make sure that workstations are cleared at the end of the day or shift so that they can be properly cleaned.
- Offices with multiple occupancy require good ventilation. The Estates department have changed heating, ventilation and air conditioning settings to maximise fresh air and ventilation where possible. Staff are encouraged to open windows whenever possible.
- Face-to-face meetings should be avoided where possible and attendees should continue to observe social distancing. Additional outdoor seating is being provided to all three campuses and outdoor meetings should be considered as an alternative.
- Wall mounted hand sanitiser units are provided in all buildings adjacent to lifts and staircases. Additional hand sanitiser points and surface wipes will be provided in shared offices with 8 or more work stations.
- Departments that must operate with shared work stations (hot desks) can contact the Estates depart to request additional cleaning products so users can wipe down workstations before and after use.
- Visits to other departments should be kept to a minimum and should be by appointment wherever possible. When visiting another department please ensure that social distancing is maintained, and when visiting another site please ensure you familiarise yourself with any local arrangements in place.

Figure 1

Occupancy at standard 1600mm x 800mm desks

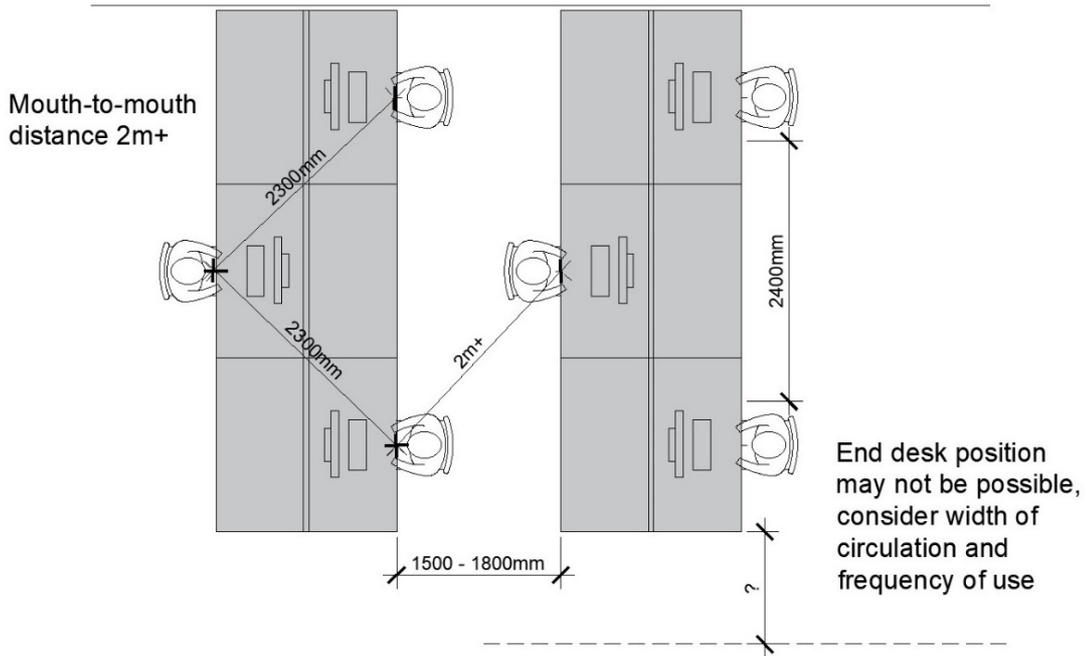
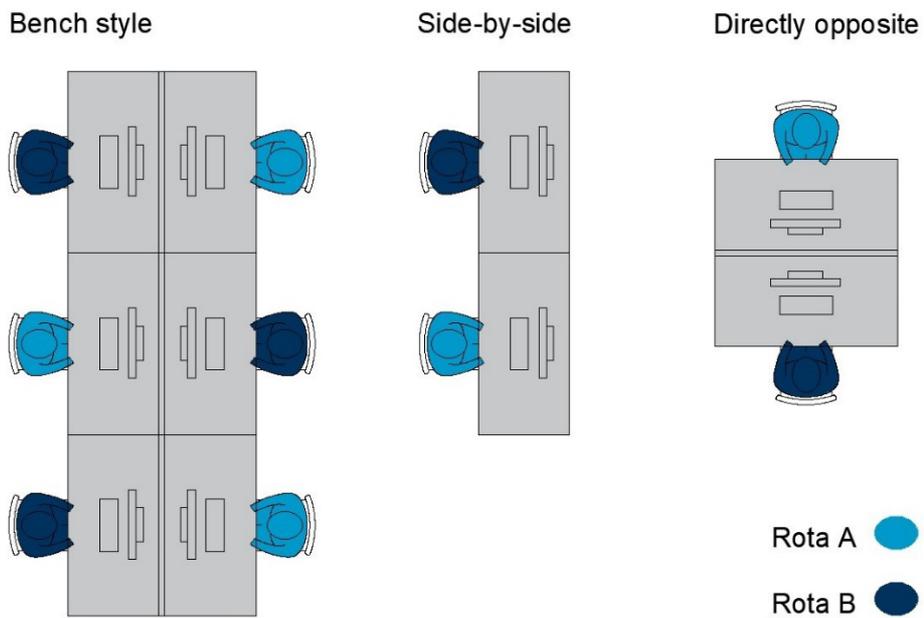


Figure 2

Occupancy on rota system - standard 1600mm x 800mm desks



Consider proximity to surrounding desk positions