

Staff member Guidance Note

Please read this guidance note prior to completing the questionnaire

The recent Government guidelines on the nation's recovery strategy enables us to commence our plans for getting back on campus or to continue with remote working arrangements. This will include reviewing and implementing how we will work flexibly and smarter post Covid-19.

This review will be conducted by asking you as a staff members to complete a brief questionnaire and hold a follow up discussion with your manager. You will be asked to submit your responses directly to your Manager. In one part of the questionnaire we ask you to share your views on continued home-working, and any suggestions you may have for the University. The response to questions in this section will be shared with Human Resources, but will be anonymous.

There are two versions of the questionnaire;

Where it is envisaged that you will remain working from home

Where it is envisaged that you will be required to physically carry out some or all of your duties on campus.

Links to both questionnaires are found on the [HR web-pages](#).

If you require a paper copy please contact HR.

There are three objectives common to both;

- i) To review how things have gone during the lockdown period, specifically where staff have been working from home, and obtaining their views and feedback on a number of aspects such as how they feel they have undertaken their role, their own mental health.
- ii) To obtain feedback from staff members, so as to discuss working arrangements as we move out of lockdown and into the next Academic year, gathering the necessary information to know what further steps that may need to be taken, and decide on the most appropriate ways of working going forward.
- iii) To obtain feedback from individuals on new ways of working in the future. As are many employers, we are entering a new phase. We see this as an opportunity to embrace new agile and flexible ways of working and to continue some of the successful practices we have already implemented over the last few weeks. This is an opportunity to consult with all of our members of staff to understand their views, experiences and preferences in respect of the last weeks and months, and the working models that we should be considering for the immediate and longer-term future. This is an opportunity to gather meaningful data to help inform our thinking as we embrace a more flexible, healthy and agile way of operating.

For those staff who will be required to carry out their role on campus there are 4 additional questions to the questionnaire;

- *The Chief Medical officer has developed a list of those health conditions that defines an individual as Clinically Extremely Vulnerable. These are listed below, do you fall into any of these categories?*
- *There are also Clinically Vulnerable categories, identifying those at moderate risk from coronavirus. These are listed below, do any of these apply to you?*
- *Some evidence suggests the risk from COVID-19 is higher in BAME groups (Black, Asian and Minority Ethnic) however the relationship between ethnicity and health is complex and likely to be the result of a combination of factors. If you are in a BAME group and are concerned about your risk, please note this below*
- *Are you living with someone who has been shielding (having received a letter from GP or Chief Medical Officer)?*
- *Thinking about your physical return to campus to carry out some or all of your duties, do you have health concerns in relation to work that need discussion / additional support?*

We are asking Line Managers to consult with every member of their team so that we understand your thoughts and ideas relating to the current situation and the future. This will be done by asking you to complete a brief questionnaire, then followed up with a discussion with your Manager, allowing you the opportunity to elaborate on any information shared.

Responses to questions on obtaining views on remote working (Section 8) are configured so that answers are also shared with HR, although anonymously. This is made clear within the questionnaire. The remainder of the questionnaire informs the discussion between the staff member and the manager.

There are different sections to the questionnaire, and here is a brief overview of each;

Travel Information We're seeking information on how you travel to and from your work base and to other work-related sites or offices, and explore alternatives relating to the current social distancing restrictions, and only if travel is required.

Home IT quality We would like to review your home IT equipment situation to understand whether it would be suitable for future home working should that be appropriate, and conducive to your own preferences.

Home Environment This section provides an opportunity to explore the home environment as a work environment.

Caring Responsibilities Many staff members will have been balancing caring responsibilities and work commitments, so this is an opportunity to note how this has affected their work, measures put in place and so forth.

Wellbeing & Health An opportunity for you to tell your manager how you are. For many individuals wellbeing will have fluctuated throughout the lockdown period and may have been impacted by illness, mental health, financial concerns or bereavement. Take the time to answer these questions and talk openly as to how you have been feeling and what support they you need going forward.

If for all, or part of your role you will be physically required to return to campus, you are asked to share any health concerns and vulnerabilities. It is important that you answer these questions so that it can be considered whether further steps need to be taken, for example the completion of a Risk Assessment and / or obtaining input from the University's Occupational Health practitioner.

To assist you in answering these questions, the guidance developed by the Chief Medical Officer is contained within the questionnaire, but are noted here also;

Clinically Extremely Vulnerable (CEV) employees.

- Solid organ transplant recipients
- People with specific cancers:
- People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer
- People with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment
- People having immunotherapy or other continuing antibody treatments for cancer
- People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe Chronic Obstructive Pulmonary Disease (COPD)
- People with severe single organ disease (e.g. Liver, Cardio, Renal, Neurological).
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe Combined Immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Pregnant women with significant heart disease, congenital or acquired.
- Children up to the age of 18 with significant heart disease, congenital or acquired

Clinically Vulnerable (CV)

People at moderate risk from coronavirus include people who:

- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)

- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

Your views on remote working An opportunity for you to share your views having worked remotely, and what kind of experience this has been for you. Also, in looking forward, sharing your views on continued home working, and in addition any suggestions you may have as to what the University could do to make this as effective as possible. Your answers to questions in this section only will be shared with Human Resources.