# Lockdown planning– [insert name of Department / Team]

## STEP 1- Our service level priorities and understanding the impact of (local) lockdown on our Department / Team

Our essential services are:

Our minimum acceptable levels of service are:

We may need to provide enhanced services, e.g.:

## STEP 2- Pre-emptive actions if COVID-19 infection rates increase

**People**

*Use the prompts to complete this section*

**Premises**

*Use the prompts to complete this section*

**Processes**

*Use the prompts to complete this section*

**Providers**

*Use the prompts to complete this section*

**Profile**

*Use the prompts to complete this section*

## STEP 3 Imposition of tighter restrictions / lockdown (campus location, travel to work area or national)

We will review the restrictions and any instructions issued by the University. This will help us understand how our work and service levels will be impacted.

|  |  |
| --- | --- |
| **Action** | **Responsible person** |
| Senior managers form decision making group:  *List names* |  |
| Implement the required actions, taking into account information from Steps 1 and 2 above. |  |
| Collate information for service level reports to senior management. |  |
| Communicate regularly with the team and other stakeholders. |  |
| Consider whether there are any equality, diversity and inclusion issues that need to be addressed. |  |
| Consider whether anyone is vulnerable and what action needs to be taken. |  |
| Monitor and adjust arrangements as necessary. |  |

## Change management

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Release Date** | **Originator** | **Summary of changes** |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Next review due by:** |  |

**Distribution list**

|  |  |
| --- | --- |
| **Role / Electronic file location** | **Name** |
|  |  |
|  |  |