

## Contain - preparing for and responding to lockdown

Actions to take if local lockdown advanced warning received (Exeter and/or travel to work area)

### [Supporting information](#)

See the [COVID-19 webpage](#) “Alert levels” tab for details of how activities will be running, what safety arrangements and mitigations will be in place and who will be on campus in line with the UK government’s COVID-19 alert levels.

Familiarise yourself with the Department of Education guidance - [Higher education: reopening buildings and campuses](#) – Infection and control - Response to local outbreaks

### [Start your plan](#)

#### STEP 1- Identify your service level priorities and understand the impact of (local) lockdown on your Department / Team

- Identify which essential services will need to be sustained, and at what level.
- If you have a Business Continuity Plan, your service level priorities will already be documented – review the priorities and update them if necessary.
- Communicate with the team in advance to provide reassurance about any tasks / service standards that can be reduced or paused.
- Ensure that there is clarity about the minimum acceptable level of service that needs to be sustained during lockdown restrictions, and whether any services will need to be enhanced (e.g. welfare activities).

#### STEP 2- Consider taking pre-emptive actions

Plan what you need to do in advance. Are there any measures that you can take now that would help if restrictions are tightened? Use these prompts to help develop your plan.

##### **People**

- Which staff do you require to carry out your key functions and what skills / level of expertise is required to undertake key functions?
- Which colleagues live/work in the affected location? Do you have information about working patterns / availability and locations / staff levels?
- Which key staff would be needed on campus / at home? Can tasks be reassigned? Do other areas need help, or do you need to ask for help from other areas?
- Are special measures needed to support people regarding welfare and Health and Safety?
- Consider the needs of people with protected characteristics or heightened vulnerability. Are any staff likely to need to shield / be at a higher risk which would not enable them to remain on campus? Consider the COVID-ages of colleagues.
- How will you contact each other?

### **Premises**

- What locations do you operate from?
- What facilities are essential to carry out your most important tasks?
- What equipment / resources are required to carry out your key functions?
- Can staff work from home? Should colleagues take equipment home as a precaution?
- Are there essential workers who need to work on campus? Can they be provided with Covid-19 secure spaces during tighter restrictions?
- Will it still be appropriate / possible to attend campus?

### **Processes**

- Are any adjustments / preparations required to enable processes to continue during lockdown?
- Do colleagues need to take documentation / records home?
- Backlogs – do you need to take any steps to reduce the cumulative impact of the disruption?
- Who is responsible for reporting to SMT?
- What will you need to report?

### **Providers**

- Do you have any reciprocal agreements with other University departments / external organisations? Do you tender key services out to another organisation?
- Who are your priority suppliers and on whom do you depend to undertake your key functions?
- Are there alternative sources for the supplies and services you depend upon?
- Do you need to liaise with your suppliers / key internal contacts about any potential disruption?

### **Profile**

- Who are your key stakeholders?
- What are your legal, statutory and regulatory requirements?
- Which vulnerable groups might be affected if your Department / Team has to reduce its service levels?
- Who needs to know what, how will you tell them and how can they communicate with you?

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

- Understand the restrictions and how they are being applied at the University.
- Implement the required actions, taking into account information from Steps 1 and 2 above.
- Be prepared to provide service level reports to senior management. These are needed to provide information to Silver and Gold response teams.
- Communicate regularly with the team and other stakeholders.
- Monitor and adjust arrangements as necessary.
- Consider whether there are any equality, diversity and inclusion issues that need to be addressed.