COVID-19 and me: my safe return to on-campus working

The University is working hard to prepare our campuses for a return to University activities and to ensure that everyone feels safe, supported and connected. The following safety measures have been put in place to help us provide a COVID-19 secure working environment:
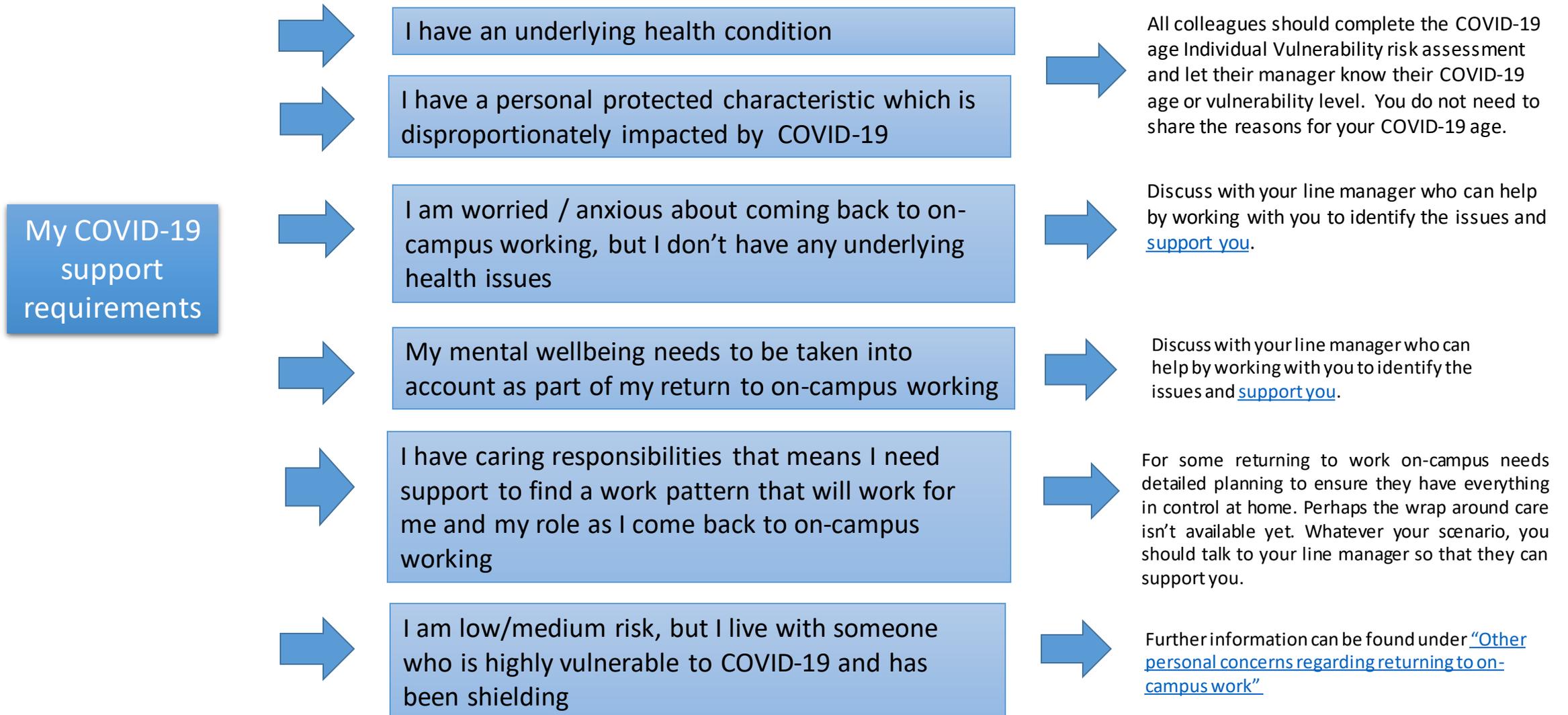
- All buildings have been assessed and approved as COVID-19 secure. Physical alterations have been made to buildings such as protection barriers, one-way systems and signage is in place.

- All workplaces, common areas, study spaces, research facilities and teaching spaces have been risk assessed.

- All staff will have training, information and local induction before coming back to on-campus working to ensure they are familiar with the ways of working and safety provisions in their area of work.

- All staff and students will be provided with face coverings.

- All staff and students are asked to consider their health and wellbeing before coming onto campus and personal digital thermometers are available to all staff to enable temperature to be taken prior to coming to campus.

- Hand sanitiser is in place in every building.

- Rigorous cleaning programmes are in place.

- Safe distancing measures are in place across all campuses and in all University buildings. Restart Coordinators for each building have been appointed to control the number of people within the buildings.

COVID-19 and me: personal considerations

- The University is committed to supporting people to enable good decision making in the planning of any return to the work area. We acknowledge and respect individual differences and understand some have a desire to return to work as soon as they can whilst others will be feeling anxious about returning to on-campus working. We have specific information and guidance for certain personal vulnerabilities, but we are unable to cover all personal impacts of COVID-19.

- If you have any concerns about returning to on-campus working, it is important that you speak to your manager in the first instance. We have guidance in place to support this.

- We would strongly recommend that you speak to your manager if you have any concerns about your working environment, either at home or on-campus, and they can talk to you about what can be put in place to support you or signpost you to specific advice.

- We appreciate that you may be sharing very personal information that you may not normally need or want to discuss in the work environment but if you are able to, then we will support you in the best way possible in these difficult circumstances.

You DO NOT need to share personal health information with your manager if you do not wish to.

COVID-19 and me: support requirements

My COVID-19 support requirements

→ I have an underlying health condition

→ I have a personal protected characteristic which is disproportionately impacted by COVID-19

→ All colleagues should complete the COVID-19 age Individual Vulnerability risk assessment and let their manager know their COVID-19 age or vulnerability level. You do not need to share the reasons for your COVID-19 age.

→ I am worried / anxious about coming back to on-campus working, but I don't have any underlying health issues

→ Discuss with your line manager who can help by working with you to identify the issues and support you.

→ My mental wellbeing needs to be taken into account as part of my return to on-campus working

→ Discuss with your line manager who can help by working with you to identify the issues and support you.

→ I have caring responsibilities that means I need support to find a work pattern that will work for me and my role as I come back to on-campus working

→ For some returning to work on-campus needs detailed planning to ensure they have everything in control at home. Perhaps the wrap around care isn't available yet. Whatever your scenario, you should talk to your line manager so that they can support you.

→ I am low/medium risk, but I live with someone who is highly vulnerable to COVID-19 and has been shielding

→ Further information can be found under "Other personal concerns regarding returning to on-campus work"

COVID-19 and me: individual vulnerabilities

- We understand that there may be some staff who are more vulnerable than others to the COVID-19 disease and its potential impact.

- We know that sadly the COVID-19 infection disproportionately impacts certain groups negatively due to their age, underlying health conditions, ethnicity, gender and body mass.

- We want to ensure we can support you to feel safe when you do physically return to campus working, and to support this, we will be asking all colleagues to complete a COVID-19 age Individual Vulnerability Risk Assessment to assess such individual risks.

- The COVID-19 age Individual Vulnerability Risk assessment will help all you to identify a COVID-19 age and vulnerability level and where this is identified as High or Very High, you will be able to work with your line manager, and Occupational Health if required, to ensure you have the appropriate support.

- **The details you record on the COVID-19 age Individual Vulnerability Risk Assessment will be confidential and there will be no requirement to share these details with your line manager or other colleagues - you will only need to share your COVID-19 age or your vulnerability level.**

COVID-19 and me: COVID-19 Individual Vulnerability Risk Assessment

- All staff returning to work on-campus must complete the COVID-19 age Individual Vulnerability Risk Assessment tool to calculate your COVID-19 age. Instructions on how to do this are included with the tool.

- You must inform your manager of your COVID-19 age or your vulnerability level.

- **You DO NOT need to share the content of the tool or the details of your scoring with your manager if you do not wish to. You only need to share your COVID-19 age or your vulnerability level.**

- If you have a High or Very High COVID-19 age or have answered yes to one of the five health questions then you should complete the Personal Risk Assessment reporting form with your manager.

- During completion of this form and discussion with your manager you should agree any adjustments needed. If you are in agreement then no further action is needed.

- If you still have concerns after completing the Personal Risk Assessment form with your manager then you should then email your Personal Risk Assessment reporting form completed with your manager and your COVID-19-age individual Vulnerability Risk Assessment to Occupational Health. Occupational Health will review your assessments confidentially.

- Occupational Health will advise you and your manager if any further necessary adjustments are required.

COVID-19 and me: How does it work?

- Your COVID-19 age summarises an assessed vulnerability for a combination of risk factors including age, sex and ethnicity and various health issues.

- It works by "translating" the risk associated with each risk factor into years which are added to (or subtracted from) your actual age. This then gives a single overall measure of vulnerability.

- It can be used in people with no underlying medical conditions or multiple medical conditions. One measure combines all of an individual's risk factors with their actual age.

- Your COVID-19 age does not provide an exact measure, so when it is used to calculate vulnerability from medical conditions, and particularly multiple medical conditions, you should still take advice from your medical consultant or GP.

COVID-19 and me: Personal Risk Assessment ALAMA tool limitations

- The ALAMA tool covers 200+ medical conditions making it more likely to detect underlying health conditions which present a COVID-19 risk.

- The baseline for the tool is a healthy white male which is not what we consider suitable as a baseline but as of now this is the widely used method of risk-assessment for COVID-19 both at other Universities and RD&E – it is focussed on the occupational health uses.

- Whilst we would not normally ask, sex at birth is referred to as COVID-19 impacts negatively on the lungs. This may have significant consequences on risk assessment outcomes when measuring COVID-19 age.

- There is a national tool being developed.

- The University has sent feedback to the ALAMA creators for them to consider the EDI concerns we have noted.

- **You DO NOT need to share the content of the tool or the details of your scoring with your manager if you do not wish to. You only need to share your COVID-19 age or vulnerability level.**

COVID-19 and me: potential options of future working

On completion of the Personal Risk Assessment it is important that you and your manager agree the options available to you. These may include:

- Returning to on-campus working whilst adhering to COVID-19 guidance for working on-campus.

- Working on-campus when essential work needs to be carried out but completing the rest of your work from home.

- Staggering your start and finish times to reduce your risk when travelling to work.

- Continuing to work from home.

It is important that you speak to your manager to discuss these options to find both a business viable and personally suitable outcome.

COVID-19 and me: what must I do before returning to on-campus working?

Before any member of staff returns to on-campus working you must have authorisation from your Manager. You must also:

- Complete the Personal Risk Assessment and inform your manager of your COVID-19 age.

- Familiarise yourself with the information for staff on the Health and Safety COVID-19 Working safely webpages.

- Complete the Return to Campus induction.
  - The mandatory 'Introduction to your COVID secure workplace' is e learning.
  - Local induction will be provided to familiarise staff with the new working environment and practices.
  - Read the Returning to campus Guide COVID – V8.

YOU MUST NOT COME ONTO CAMPUS IF YOU HAVE ANY COVID-19 SYMPTOMS

stay at home, self isolate and request a test

COVID-19 and me: what must I do if I am going to continue working from home?

- We want to ensure your set up at home is both safe and effective and have developed [guidance for managers and colleagues](#), which includes information on how to undertake a [DSE self-assessment](#).

- Our Information Governance Team has also [created guidance on how to complete your work safely](#), securely, and in line with our data protection policies so please do take the time to read this guidance.

- With many of us now having a likely increase in our daily screen time it's also important for you to take regular breaks away from your work screen and also ensure that you take your annual leave where possible.

- You should remain in regular contact with your manager and discuss any changes to your personal circumstances or any difficulties you may be have working at home.