

# Covid-19 All staff briefing 13 July 2020: Questions and Answers

This Q&A also includes questions related to our Covid-19 response asked during the VC address on 8 July

## Transitioning from lockdown

### Timing of our return to campus

- Is there a definitive date we will be returning to campus?
- Is there a plan or list of which departments are returning to campus and when they are to return to campus?
- What is a rough timeline for return to campus for the professional services?
- When we get the go ahead to go back on campus, will those of us in shared offices be asked to return at full capacity?

Our plan is for all buildings to be ready for staff to return from Monday 7<sup>th</sup> September. Part of our preparations will be to implement 2m social distancing across all buildings and this will of course have an impact on capacities across offices. Building custodians will be working with departmental managers to review individual office needs and the working from home policy will provide further guidance for managers planning specific return dates for their teams.

- It looks like we are hurrying into going back to campus though we can work from home. Is the university confident in taking responsibility for all of us?

The safety and wellbeing of staff, students and visitors is our first priority in our plans for returning to campus. We are working to government and Public Health England advice and considering the needs of the more vulnerable members of our community as part of the process. There is an 11-step checklist of measures that need to be in place before any building can be fully opened.

- Other universities and many companies have announced working from home until Jan 2021. Why is Brunel planning to return to campus earlier?

Being able to live and study on campus is an important aspect of the University experience for many of our students and we are keen to offer as much of that wider experience as we safely can for students returning and joining us in September.

- If I wanted to return before the beginning of September can I?
- If we would like to come to campus, do we have to fill in the risk form?
- Can we get confirmation that we can access our offices as soon as possible to start preparing for teaching, for instance access our books and materials, and also access our material for research purposes?

While our building preparation work is underway, all work on campus continues to be subject to approval using the relevant process below:

- Access to campus for [research activities](#)

- Access to campus for [Professional Services and Administrative staff](#)
- The focus at the moment seems, quite rightly, to be on returning to campus for staff and students. Is there a discussion underway about welcoming members of the public back onto campus for events such as concerts and extra-curricular, or outreach, classes? If so, is there a timescale for that?

Yes, we have prioritised the return of staff and students but wider access is under consideration and we will share more information soon.

- With the possibility of more working from home freeing up office space – are there any plans to repurpose office space into teaching space so that we can provide students with a socially distanced teaching space?

As we continue to assess the individual capacities for each building and work with timetabling to review the space needs this could be a possibility, but our priority will be to plan effective use of usual teaching spaces wherever possible.

- Will every student be required to fill in a risk assessment each time when coming to campus?

No, we will not require individual risk assessments for students and staff coming onto campus from September.

### **Building opening**

- Thank you for explaining the steps involved in the building safety inspections. Do we have any dates in mind yet of when they might open

Our plan is for all buildings to be operationally ready for staff to return from Monday 7<sup>th</sup> September.

- Could we be shown the floor plans and progress on working areas? It would be great to make staff feel comfortable to return.
- For those academics with single occupancy offices can't the process for us getting back into our offices be prioritised?
- Who are the "custodians"? Surely it would be good to know so we can direct questions to them rather than 100's of questions on this forum.

The building custodians are currently being briefed on their roles and responsibilities and their first task will be to complete a RAG analysis of the floor space of their buildings. They will be consulting with colleagues and identifying sole occupancy offices as part of this review. While the building custodians will ultimately be a key contact point please continue to share all questions in these briefings for the time being. This helps the central team to ensure all issues are being addressed consistently.

### **Air circulation**

- Are there any plans to minimise potential airborne transmission in purely ventilated rooms in common research labs?
- Can we minimise potential airborne transmission in large open plan offices which are normally packed with people?
- Ventilation within rooms appears to play a part in the transmission of Covid. What if anything is being done about ventilation in lecture theatres without windows?

A working group is currently reviewing ventilation requirements. They will look at the systems we have/where they may need to be turned off and the impact that will have on our ability to use some rooms. We'll provide a further update on this in due course.

## Cleaning

- Are cleaners provided with PPE?
- What extra level of protection is being given to cleaning staff? I ask because (a) their workload is set to increase enormously, and (b) that many cleaning staff identify as BAME, who we know are particularly vulnerable.

All cleaners will be provided with appropriate PPE and individual risk assessments are being carried out where needed. Line managers will also need to plan workloads for their teams and bring in extra resources as needed to ensure we are not overwhelming individuals.

- What provisions are planned for de-risking toilet use, say very very regular cleaning?

Additional day time servicing is currently being arranged for all toilets across campus. Typically a washroom will be visited 2 to 3 times throughout the day.

- In regards to toilets, should Staff have their own to use now?

It's just not practical for us to introduce staff only toilets (where they do not already exist) but our enhanced cleaning protocols are designed to ensure more regular day time servicing so they will be checked/restocked regularly. Any specific issues can also be reported to cleaning operations.

- Will the university be regularly supplying colleges with cleaning resources such as wipes and hand gel to distribute to key areas?

General building signage and sanitisers for communal areas will be sourced and maintained centrally. We will purchase a stock of alcohol wipes which will be distributed to the identified disinfection stations before the buildings open and replenished as required throughout the day. There will also be a contact email for emergency requisitions to replenish these areas. Additional requirements for locations not agreed would need to be PO approved via your line manager.

- What does 'cleaning with enhanced protocols' mean?

We are introducing new cleaning protocols which all cleaning staff will be trained in as they return to work. This will include earlier start times and additional cleaning throughout the day amongst other measures. The enhanced cleaning protocols will be implemented across the campus regardless of usage.

On top of existing cleaning regimes, the following enhancements will now be in effect:

We have increased our daytime cleaning presence to ensure higher risk areas receive an enhanced disinfection in addition to the cleaning service throughout the day. These areas are:

- Toilets and washrooms
- Shared offices and study spaces
- Teaching spaces
- Corridors
- Staircases
- Lifts
- Main entrances and exits
- Receptions

In addition to routine products to disinfect a surface, antibacterial and viricidal chemicals will be used to kill germs remaining on a surface after cleaning thereby further reducing any risk of spreading infection.

Cleaning materials and equipment will be regularly disinfected between cleans to reduce the chance of virus transmission from area to area.

- Will the Brunel Santander rental bikes be cleaned regularly?

We recommend all users take sensible precautions before using any shared resources, including sanitising your hands and wiping down touch points before use and washing your hands as soon as possible after touching.

### **Covid cases at Brunel**

- Have any staff who remained working on campus tested positive for covid-19?

No, we are not aware of any cases among staff remaining on campus

- How will the University contact trace on campus?
- What are the University plans when students and staff test positive for Covid 19? How many cases would be required before the University has to shut down?
- When a student or member tests positive for covid will the other students attending lectures in enclosed lecture rooms have to go into isolation?
- Will it be compulsory for all on campus meeting, even very informal to have a centrally stored record of attendees? This would be to enable track/trace to work

We have existing procedures in place through the Infectious Diseases Working Group – as a large environment we have always been conscious of the potential spread of infectious diseases such as meningitis and TB. So, we will work directly with Public Health England (PHE), the NHS, HR and Student services as we have done previously. We will take advice from PHE/NHS on effective tracing of people's movements and how we respond to incidents.

### **Testing**

- Is testing for COVID19 going to be offered on campus?

The logistics of testing on campus are complex and we will be guided by PHE. This is not something we currently expect to offer on campus.

### Local lockdowns

- What happens if a local lockdown occurs?
- Is there anything in place if a second wave of Covid-19 occurs during autumn/winter or sooner?

Our focus has been on how we open up again but we have learned a lot over the last few months and should we need to go back into lockdown we will be in a much improved position to that we faced in March. Scenario planning for future lockdowns is on our agenda.

- With the likelihood of London areas being in lockdown is it wise to plan for services such as the library, student services etc to be opening for the new academic year, especially when these departments will include staff and students from a mixed background and age group?

Our plans are for the campus to be fully operational from 7 September. This does not mean that all staff will be returning to campus on that date. Individual circumstances, including those of vulnerable groups, any ongoing working from home arrangements, as well as any lockdown situations outside our control will all be factors in who returns and when.

- What is the update on the closure of Hillingdon Hospital due to C19? Whilst remaining closed where is the next closest A&E?

After a number of staff tested positive for Covid-19 or were required to isolate last week, Hillingdon Hospital was closed to emergency ambulances and emergency admissions for the safety of staff and patients. As of 2pm on Thursday 16 July they began receiving emergency ambulances and admissions again.

### Face coverings

- Is there scientific proof that they [face coverings] stop the transmission of Covid aerosol?
- Will 2 meters be enough in context of accumulating evidence of aerosol transmission? Is this scientific evidence considered at all? Government guidelines may regularly be lagging behind the science

The scientific evidence on transmission and therefore guidance on wearing of face coverings is an evolving picture and one which we will continue to monitor closely.

- What's the thinking about where will face to face activity happen, thinking of having to work in tiny offices that some of us work in with others?

Our office space analysis will be reviewing the specific needs of individual offices and, if 2m social distancing is not possible, whether other mitigating factors (eg face coverings) will be necessary.

- Will lecturers be required to wear mask when teaching in a classroom?
- Will staff be required to wear face masks in shared offices? How will this work if they have to use the phone often?

- Will students be required to wear masks in classrooms?

Our current position on face coverings is that they should be worn where required by law (ie on public transport and, from 24 July, in retail spaces) but that we will not require their use in other areas where 2m social distancing is in operation (the exception being where this is required for specific work eg in labs). The wearing of face coverings as a personal choice will however be fully supported. Our position on this is under constant review with a strong focus on risk assessment.

- Has Brunel considered 'indirect advertising' by providing face masks with Brunel logo to staff and students?
- Will Brunel be providing masks and pocket hand sanitiser for staff and students as required
- The University has been producing PPE and donating it. Would you consider selling it to the public/staff later on, as a means of generating revenue?

These ideas are all for further consideration and will be discussed by the Task and Finish group.

### **Catering**

- Will the canteen continue using stainless steel cutlery, or will you opt for plastic cutlery to minimise the risk of spreading infection?

We will be using recyclable plastic cutlery, individual portions of condiments and bespoke packaging methods. More detail about the measures we are introducing across our catering facilities will be shared soon.

## **Delivering education**

### **2020/21 Academic year**

- When is term starting in September? And when are teaching timetables out?

The 2020/21 term dates are [here](#) and teaching timetables will be available in August.

- Will enrolment take place on campus?

No, enrolment for 2020/21 will be virtual.

### **Education delivery**

- International students would like to know how many hours in a week will be face to face vs online teaching. Other UK HEI's like London South Bank, Queen Mary have specified 5 hours of face to face, and the rest online. Do we know more details about our delivery model?

This is currently being reviewed by Senate. We are planning for all large lectures being online. Senate are considering whether we should specify a number of hours for face to face/interactive teaching (this can be both physically on campus or through Zoom/Teams in a virtual environment).

The proposal is 6 to 8 hours and Senate have been asked to feed comments to Mariann so a consensus can be reached.

- What is the maximum capacity of a small cohort. Should we be planning face to face teaching/events for more than 30 people?

### **International students**

- What arrangements does the university have in place for international students arrivals? e.g. airport pick-ups, quarantine etc.

We will be organising quarantine in student accommodation for international student arrivals from countries where this is required.

- Will the university offer asynchronous learning for those international students who will start studying online from their home country?

Dual delivery means that programmes are delivered online and face to face on campus simultaneously, with both modes available to all. For example, if a student is unable to travel they will be able to begin online and join us in person on campus when they can, and if further restrictions are imposed later, move fully to online learning without interrupting their studies.

- Can the students maintain/apply for a visa to come to the UK even if their program is mainly online? or do they have to leave/stay in their home countries like the US case?

Detailed information on student visas is available from the Home Office [here](#). Briefly, Tier 4 sponsors can continue to sponsor existing Tier 4 students who are continuing their studies through distance learning, whether they are in the UK or another country. Sponsors can also commence sponsoring new students who will start studying through distance or blended learning in the 2020-2021 academic year provided they intend to transition to face-to-face learning as soon as circumstances allow.

New international students who have not yet applied for a visa but want to start a course which will wholly be studied overseas by distance learning do not require sponsorship under Tier 4. This is because they do not need to travel to the UK.

- How do changes in international student visa and work applications affect our UKVI training

The Home Office guidance set out temporary policy concessions in response to the outbreak of Covid-19. The concessions will all be kept under regular review and will be withdrawn once the situation returns to normal. We will continue to monitor the guidance and assess our training needs accordingly.

### **On campus activities**

- Will clearing take place on campus?

Our current plan is for clearing to take place part on-campus and part remote. Spaces are being prepared to operate a socially distanced operation on-campus alongside remote workers. We also have a contingency in place should we need to switch the whole operation to remote.

## Summer exams

- Are all August exams taking place remotely (online)?

Yes, all exams will be online but students who wish to will be able to book a space on campus to sit under exam conditions. The library will also be available for quiet study.

## **Supporting staff**

### Annual leave

- If I have more than 10 days annual leave to carry over, how can this be managed? Leave has been cancelled to meet increased workload responding to COVID. It won't be possible to add this time to 20/21 as won't be time to take it. Can staff request payment
- People are exhausted so they need leave. They are also being encouraged to take leave as there is a limit to what can be carried over. However, the current workload prevents taking leave. How can these things all be reconciled?
- Some departments have a strict annual leave policy where the numbers of staff being allowed to take time off at the same time, makes it extremely difficult to take time off, especially prior and after the commencement of the new Academic Year. Will this be reviewed for the health of the staff affected?
- Some companies are allowing staff (where possible) to carry over more than the 10 days currently allowed by Brunel... Can you make this an option please?

We appreciate staff are working hard and that it may not be possible to take all your holiday this year, which is why we have increased the amount of annual leave that can be carried over into the next leave year from 5 to 10 days which we hope will give some flexibility if it is needed. However, we would encourage staff to continue to take leave because it is really important for your health and wellbeing and particularly as the difference between work life and home life become less well defined.

We are not looking to introduce the ability for staff to be paid for their outstanding leave. It is important that staff take breaks from work for their health and wellbeing. If you are struggling to take your allocated leave within the year please speak to your line manager in the first instance.

It is the responsibility of line managers to ensure their teams take leave. We have to accept that there will be some things that just won't get done. It is more important that we are capable of delivering with energy and enthusiasm and not exhausted from working flat out without a break. Please book holiday if you haven't already and make sure you take a proper break.

### Supporting parents

- I am concerned that workloads are increasing and it is not clear how the Workflow Allocation model is taking into account staff with young children / caring responsibilities. How will this be managed going forward?
- What extra support can the university provide (for their work responsibilities and any programmes they may be on such as Athena Swan) to younger parents who will be struggling for time and concerned for their and their child's safety during the impact of Covid?

We know that there are additional pressures on people with caring responsibilities, impacted by closure of childcare facilities and reduced access to our usual support networks. Please ensure your line manager is aware of any concerns and this will be taken into account.

- Will adequate time be given to working parents to ensure that they have childcare before returning to campus?

Yes of course, we would not expect anybody to return to campus without adequate time to make arrangements for any childcare or other caring responsibilities.

## **Equipment**

- At home stationery costs: Could we get help with the cost of paper, printer cartridges etc?
- With continued working from home .... how should we 'order/request' stationery?

Please speak to your line manager about any costs you are incurring or items that you need to carry out your role.

- What about the software that is installed on office PCs with central network licences? How to get access to that?

Please visit the IT Support team's [Homeworking Hub](#) where you can find information about accessing a range of University tools and software. Or contact [Computing-Support@brunel.ac.uk](mailto:Computing-Support@brunel.ac.uk) for advice.

- Who do I contact regarding equipment needs?

Please speak to your line manager in the first instance.

- I am going on holiday soon in the UK. What would the insurance position be if I take my Brunel issued laptop with me?

Guidance on using laptops and mobile devices away from campus is available [here](#). This applies whether you are using at home or elsewhere away from campus.

- With regards to supplying staff with assistive equipment at home. Is there a potential liability with supplying equipment that could make a situation worse?
- Some of us are still waiting for a Brunel laptop. How much longer are we going to have to wait?
- Will the university be providing staff with equipment to loan for working from home (e.g. chairs, desks, keyboard etc.)? If so, what is the process?

A working group is preparing guidance on a consistent approach and processes for equipment requests. We'll provide an update on this soon.

## **MS Teams**

- Once staff return to campus will the use of Microsoft teams still be used for meetings?
- Will most University meetings continue to be held on line for the foreseeable future?

The roll out of Microsoft Teams was a planned project before the pandemic forced us to accelerate our launch plans but it is definitely here to stay. We would encourage everybody to

keep using it, not only for the remote working benefits but also for the efficient new ways of working it offers. The project team is actively developing Teams to add new features and benefits for Brunel for the long term.

## **Parking**

- Public transport will be one of the biggest risk is there going to be more parking available on campus?

The social distancing measures being applied across the campus will have an impact on capacities across all buildings so we are unlikely to see a wholesale return of staff to campus in numbers that would impact the availability of parking.

- Will we get parking charges refunded?
- Can you cancel parking from now on?
- Given that taking public transport is not wise because of COVID, will Brunel be making parking free?

We have spoken previously about the difficulties we have in refunding staff for unused parking on campus, and it's not that we don't believe staff or require proof that they haven't been using the car parks – the main issue is the difficulty we would have in claiming back this money because it's attached to how much tax is paid and to reverse that is extremely complicated.

On a more general note, we have tried to show staff in recent weeks the very difficult financial situation the University might be in. We will be lucky if we don't make a loss this year and much relies on how many students we get in this coming academic year. Although we are planning for all eventualities, there is a degree of uncertainty as to how exactly Covid-19 will impact us all. That doesn't stop people being concerned about their personal circumstances too though, and families may well be struggling right now. If the money being spent on parking is a real concern to staff they should speak to their HR business partner. Staff can also leave the scheme through reception online, but they must remember to reapply when they return.

## **Research**

- When will the labs reopen?
- Is there a clear plan to resume research activities at Brunel at a global scale, i.e. one that is not dependent on individual applications, but instead makes health and safety-compliant provisions for re-opening of labs across buildings?
- Research students have probably been affected mostly by COVID 19 especially those who need to use the university facilities (Labs, workshops, etc) on a regular basis. Any plans to provide a booking system for students who need to use these facilities?

Our plan to transition back to campus, prioritises the safety and wellbeing of staff, students and visitors. This means opening the campus gradually while continuing to follow government guidance on safe working and social distancing.

Specific functional areas within buildings are being operationalised in phases between now and September, prioritising spaces required for essential work – research labs sit at the top of this priority list.

Our Building Preparation Checklist sets out the measures that need to be in place before a building can be opened fully – this includes introduction of signage, space planning and cleaning procedures amongst other measures. Building custodians will work closely with departmental managers for their building to assess specific needs and requirements to operate with social distancing measures. This will almost certainly mean changes in how some spaces are used going forward with bookings and time restrictions likely to be necessary to accommodate all needs.

In the meantime, we are continuing to ask all work on campus to be approved by your Head of Department using the relevant approval process:

- Access to campus for [research activities](#)
- Access to campus for [Professional Services and Administrative staff](#)
  
- Can the panel update on guidance re: the management of external grants and bringing back furloughed research staff given the changes in that scheme starting from 1st Aug. Assuming rotas are in going to be in place which may impact on opportunities to work how might research grants and researchers be supported?
- There is going to be a lot of pressure on academics on delivering 1st class teaching online. So how does this fit in with the desire to increase research income if as per a recent message more time needs to be devoted to teaching which is critical.

This is a lot of work and to succeed it will mean prioritising over other areas of work. We have consulted with academic Heads of Department to help staff understand what is required and what can be done to support them. We will ensure that this work is captured in the work allocation model.

#### To be answered by Task & Finish group

- Vis Research - Are the secondment activities of the Knowledge Transition programme of the RDSO open for applications to help us gain support to develop and deliver research and innovations?

#### Promotions and salary increases

- Can we please know why the Accelerated & Discretionary Increments (mainly for non-academic staff) has been postponed but academic promotions have gone ahead?
- Would it not be a good idea to support Brunel key team workers with a one off salary increment increase. For all the hard work undertaken ensuring that remote working continued during the ongoing covid-19 crisis?
- Can we confirm there will be a promotion process this coming year also?

The process has been paused this year but not cancelled – we would usually have held a panel around now and another in December. Nominations can still be made now and we will be considering all at the December panel when we are much clearer on our financial position.

Awards for excellence and incremental rewards apply to all staff not just professional services.

Academic promotions went ahead as we were so far through the process when the lockdown began it wouldn't have been fair to stop it.

### **Reward and recognition**

- Has the recognition portal been suspended? I submitted various thank yous and £25 suggestions just before lockdown and never heard whether any of them were accepted.
- Can we still claim the recognition rewards that we have previously been awarded? I couldn't access these last month.

The Reward and Recognition Portal is still open for all nominations, for any queries regarding this please email [Rewards@brunel.ac.uk](mailto:Rewards@brunel.ac.uk). There have been some delays due to Sodexo (the company who provide the service) as some of their staff are on furlough. HR are following this up with them as urgent.

- Why has the cycle 2 work scheme been cancelled given the focus on the public avoiding public transport?

This is an availability issue with our supplier due to demand being much higher than anticipated. We hope to be able to restart the scheme later in the year.

### **Visitors**

- Will visitors be allowed on campus for meetings? If so how will this work?

We hope to be able to welcome visitors on campus for events in due course. For the time being our focus is on the safe return of staff and students and ensuring we meet their needs.

### **Vulnerable groups**

- Could you outline what is being done to protect staff with disabilities inc. long term health conditions. How do you propose to make reasonable adjustments a) for home working, and b) for returning to work if required?
- Has a decision been made or action plan on measures that will be put in place for vulnerable or shielding members of staff if they have to work on site?

The government requirement for shielding ends at the end of July. However, we will continue to carry out risk assessments to determine whether vulnerable individuals need to be on site and what needs to be in place for them to come on campus. We need to assess what people need to do their job safely. If you don't feel safe please raise it with your line manager in the first instance.

- Should staff who are considered vulnerable start those conversations with our line managers?

Yes, you should speak to your line manager about your needs as part of an individual risk assessment.

- It is reassuring to see that the Uni takes special care of BAME colleagues. However, it is not clear how those colleagues will be identified. Will this be based on the HR records, or will all employees be asked if they believe they are vulnerable because of their ethnic origin?
- Should sex be taken into account alongside ethnicity and age when it comes to assessing risk of return for staff?
- Would the WFH policy cover the protection of husband/wives/children who are BAME (even if the Brunel employee is not BAME).
- Will there be any support for staff members that have to travel in to work on public transport?
- Can age be considered specifically in any risk assessments?
- Will all staff be asked to complete the risk assessment?
- Will individuals receive separate risk assessments

Line managers will need to have individual conversations with their teams to determine any adjustments needed – there is no one-size fits all answer here. Guidance will be available alongside the new working from home policy to help managers have these conversations in early August.

### Working from home

- How will staff rotas be split between teams to ensure all staff are considered for home working rather than coming into the office when the time comes? How will senior staff ensure it is fair? should all staff have to physically come into the office at least once a week? how can fairness be encouraged here?
- What about colleagues who rely on public transport? Shouldn't they be included in the list of people who are prioritised working from home?
- What if we are asked to return to work but don't want to?
- Will mental health concerns be taken into consideration under the new WFH policy?

The working from home policy covers how we prioritise who works from home including, but not restricted to, vulnerable people, those who live with the vulnerable, those with caring responsibilities, the BAME community amongst others. Getting the balance right is crucial.

It's important that we all have good conversations so we can understand individual needs and concerns and help to mitigate any potential issues. You should speak to your line manager in the first instance or, if you don't feel able to, please contact HR. There is no one-size fits all answer here and what works for one team will not work for another. Guidance looking at areas like rotas, student facing roles and social bubbles for example, will be available alongside the new working from home policy to help managers have these conversations in early August.

- Why has the WFH policy taken so long?

There have been several drafts of the working from home policy, which has been widely reviewed. Getting the balance right is crucial and this is not something that can be rushed through.

- Will we take the opportunity to look flexibly and positively at significant off-campus working where that is possible from a business perspective?

- Support Staff are doing a tremendous job WFH. What added benefit is there for WOC (working on Campus). Phones can continue to be used, TEAMS for meetings etc.

Post Covid we will certainly explore the possibilities. Right now the priority is safety on campus and maintaining social distancing but we are also looking at the business as usual process. We have learnt a lot through this and need to find the right balance. We're more creative when we're together, we miss the corridor conversations. We're also looking at other changes to ways of working like trying to make Fridays quieter so people don't have formal committees and boards. We're happy to hear suggestions to make things easier for people.

- Will the university decide to continue their WFH policy, even for those who are now required on campus in August?

If your role specifically requires you to be on campus during August and you have concerns about this, please raise them with your line manager. Our current advice is still that staff who can work from home should continue to do so.

- Return to school in September may be phased, due to the time out of school and considering the pupil's wellbeing. Will HR be supportive of staff WFH during this period?

Yes, childcare needs should be taken into account when managers consider the needs of individual staff members returning to campus.

## Other questions

### Meeting timings

- Since we've been working from home there has been a significant increase in the number of meetings over the period 12-2 compared to when we were on campus. This has meant that people do not get a decent break. As a recently appointed Wellbeing Champion, this is a concern so are there any plans to have some guidance in the new WFH policy?
- Please can we have meetings out of standard lunch time please. Yet again, next Monday, it's during lunch time.
- Can the days these meetings are held be rotated so the part time staff can attend and also ask questions please?

Yes, these concerns have been noted and we are trying to vary the meeting timings to avoid lunch hours.