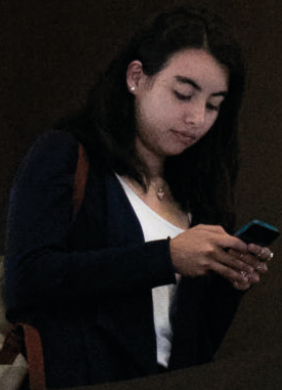




University of Essex

# COVID-19: BUSINESS CONTINUITY PLAN ACTION TABLE



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WORKPLACE HEALTH, SAFETY AND WELLBEING

# RETURN TO OUR CAMPUSES

COVID-19: BUSINESS CONTINUITY PLAN	COVID-19: BUSINESS CONTINUITY PLAN ACTION TABLE
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## RETURN TO OUR CAMPUSES APPROACH & POLICY

COVID-19: POLICY STATEMENT
COVID-19: HEALTH, SAFETY AND WELLBEING RESPONSIBILITIES
COVID-19: PREMISES POLICY

## RETURN TO OUR CAMPUSES GUIDANCE

COVID-19: ESSENTIAL INFORMATION FOR THE RETURN TO OUR CAMPUSES
COVID-19: ADAPTING OUR INDIVIDUAL BEHAVIOURS ON OUR CAMPUSES
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UNIVERSITY OF ESSEX

COVID-19: BUSINESS CONTINUITY PLAN: ACTIVITIES AND ACTIONS

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#### Activities and action table

The table below plots the four levels of protection identified by the University with the COVID-19 Business Continuity Plan against the activities undertaken. It also includes actions required to be undertaken prior to moving to a new level of protection. This table will be updated should changes be necessary following the completion of risk assessments. The table will also be updated in line with changes to government requirements and scientific advice, both of which will be followed in implementing all actions.

All guidance produced for our return to campuses should also be followed, in addition to the actions identified in the table below. This includes specific DSE guidance which has been prepared to support those members of staff who will be working from home during the pandemic, as well as risk assessments that must be undertaken prior to any member of staff returning to our campuses. More information about steps to be taken before returning to campus appears on the University's webpages about [How to come onto our campuses](#).

Additional advice will be available prior to moving to Targeted protection in relation to those individuals who would require targeted support.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
	Education Delivery								
1.	Face to Face lectures	<p>Training offered to academic staff to assist with delivering lectures remotely.</p> <p>Standard set of IT kit for academic staff prepared and distributed, according to need.</p> <p>Communication with students.</p>	There will be no in-person lectures/ seminars; all delivered and engaged with remotely.	<p>Training offered to academic staff to assist with delivering lectures remotely.</p> <p>Communication with students.</p>	Lectures expected to be delivered on site and captured by Listen Again. Students will log in to listen to lectures remotely. HoDs to approve the delivery of previously recorded lectures, ensuring students receive current, research-led teaching.	Review undertaken of lectures to identify and prioritise those which should be delivered onsite. This would include considerations regarding size of lectures that can be delivered (i.e. gatherings limited in size means some lectures may be too large to deliver on site and will need to remain online). Some lectures will be double taught to those on- and off-campus.	<p>Dual delivery. Lectures delivered on site if necessary, captured by Listen Again and engaged with remotely.</p> <p>Plans would remain in place for online delivery (i.e. Listen Again, Zoom, Moodle) noting that some staff and students may still not be able to get to campus.</p>	<p>Entry and exit strategies into and out of lectures to be continued to maintain social distancing.</p> <p>Review whether policies are required for maximum numbers of students who may attend a lecture on campus at one time, and whether social distancing is still required in these spaces.</p>	<p>Expectation that the majority of teaching is delivered and engaged with on site, within social distancing guidelines.</p> <p>Dual delivery options remaining available for lectures to be delivered on site, captured by Listen Again and engaged with remotely. Consequently, plans would remain in place for online delivery (i.e. Listen Again, Zoom, Moodle) noting that some staff and</p>



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>NB Tier 4 students may have specific requirements about attendance associated with their visas.</p> <p>For those lectures that could be delivered on site, social distancing measures (i.e. seat gaps) would be implemented, and room capacities identified.</p> <p>Entry and exit strategies into and out of lectures and classes to be developed to maintain social distancing.</p>			students may still not be able to get to campus.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
2.	Face to face seminars	<p>Training offered to academic staff to assist with delivering seminars remotely.</p> <p>Standard set of IT kit for academic staff prepared and distributed, according to need.</p> <p>Communication with students.</p>	There will be no in-person lectures/ seminars; all delivered and engaged with remotely.	<p>Training offered to academic staff to assist with delivering lectures remotely.</p> <p>Communication with students.</p>	Seminars delivered through webinar or similar technology. Location for capturing delivery will depend on requirements of the discipline. Students will log in to listen to seminars remotely.	As with lectures above .	<p>Seminars delivered on site if possible, captured by Listen Again and engaged with remotely.</p> <p>As with lectures above.</p>	As with lectures above.	<p>Seminars delivered on site, with social distancing in place. If this is not possible, seminars would be engaged with remotely.</p> <p>As with lectures above.</p>
3.	Supervision (capstone, PGT and PGR)	<p>Zoom rolled out to University community.</p> <p>Clear lines of communication developed between supervisors and students to accommodate different locations and with agreed</p>	No face to face supervisions; all supervision conducted remotely.	Clear lines of communication developed between supervisors and students to accommodate different locations and with agreed methods of meeting, e.g. virtually.	No face to face supervisions; all supervision conducted remotely.	<p>Ensure all office spaces that could conduct these meetings meet the requirements for social distancing.</p> <p>Communications should be managed through Faculties and Departments to</p>	Supervision would be conducted face to face with social distancing maintained, where safe, appropriate and required. If this is not possible safely, or not required, supervision would be	Confidential OH review undertaken of the possibility of those participants who are continuing to work offsite and who may need targeted support.	Supervision would be expected to be conducted face to face with social distancing maintained, where appropriate and required. If this is not possible safely, supervision would be

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		methods of meeting, e.g. virtually				support all academic staff in checking this. Consideration should be given to using different spaces if necessary, including use of group spaces on campus, etc.	conducted remotely.		conducted remotely.
4.	Personal Tutor session	Zoom rolled out to University community.	Only undertake remote personal tutoring, with none being undertaken face to face.	Zoom rolled out to University community.	Guidelines for personal tutoring to be followed, with the expectation that it will be undertaken remotely.	Ensure all office spaces that could conduct these meetings meet the requirements for social distancing.	Guidelines for personal tutoring to be followed, with the expectation that it will be undertaken face to face with social distancing maintained, wherever safe, appropriate and required (see advice from OH on single occupancy rooms). If this is not possible safely, or not required,	Spaces for these meetings need to include social distancing space.  Review use of PT group sessions and, if necessary, only allow individual meetings to reduce multiple students being in one place.	Guidelines for personal tutoring to be followed, with the expectation that it will be undertaken face to face with social distancing maintained, where appropriate and required. If this is not possible safely, personal tutoring would be conducted remotely.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
							personal tutoring would be conducted remotely.		
5.	Professional services support within departments	IT equipment provided to those who need it.  Zoom rolled out across the University.	All support provided remotely.	Staff requirements for being on- or off-site considered.  Rotas established.	Majority of support provided remotely. Limited professional services support provided on campus.	Where required, teams would come onto campus using rotas.	Majority of support provided remotely. Professional services staff on site on a limited basis (no more than 50% at any time).  Protocols and procedures in place to limit visitors to offices.	Ensure desks are thoroughly cleaned where desks are used by multiple staff members.  Screens to be added to student-facing desks in some departments, as appropriate, and/or on desks where students are likely to visit.  Ensure social distancing policies in place for open plan offices.  Ensure social distancing policies clear for people visiting	Professional services support would be provided on site with social distancing maintained, where appropriate and required.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
								offices, i.e. limit to essential visits, one person in the office at one time, etc.	
6.	On campus teaching (and PGR work) requiring close participation (e.g. laboratory teaching, sports rehabilitation, nursing, media, hotel management) , excluding studio work.	Virtual alternatives (e.g. virtual labs) identified and established.  ESSEXLab sessions reviewed and cancellation notices issued.	Virtual alternatives (e.g. virtual labs) used for all close participation teaching work.  ESSEXLab closed.  See below for research delivery using labs.	Risk Assessments undertaken for re-starting some limited close participation teaching, using a third of participants on site at any one time, and including protective measures that may be taken safely as mitigations, in line with the Government's COVID-19 Secure Guidance. Examples may be: data collection through the use	Where deemed appropriate and safe, close participation teaching (including PGR work) to re-commence and with no more than a third of teams on site at any one time.  Virtual alternatives used where this is not possible, and where available.	Risk Assessments undertaken for re-starting remaining close participation teaching, using 50% of participants on site.  H&S review made of all labs prior to re-opening. All water systems to be chlorinated prior to re-opening.	Where deemed appropriate and safe, close participation teaching (including PGR work) to re-commence.  Virtual alternatives used where this is not possible, and where available.	Confidential OH review undertaken of the possibility of those participants who are continuing to work offsite and who may need targeted support.	Where deemed appropriate and safe, close participation teaching (including PGR work) to continue for those not considered vulnerable or shielding.  Virtual alternatives used where this is not possible, and where available.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				<p>of team rotas, with analysis undertaken remotely; access to labs with specialist statistical software managed within the Secure Guidance requirements.</p> <p>This includes the re-opening of labs. H&amp;S review made of all labs prior to re-opening. All water systems to be flushed prior to re-opening.</p>					
7.	On campus studio work	Alternative activities identified.	Alternative activities for all studio work.	Requirements for phasing out on-site studio work identified, and alternatives identified.	Studio work for students will be phased out for the remainder of the academic year. Alternative activities to commence, with mitigations in	Studio classes to run where possible and safe, including the observation of social distancing as appropriate	Undertake risk assessment to identify how/where to extend activities in studio classes	Full use of studio classes to run where possible and safe, including the observation of social distancing as appropriate	Studio classes to run where possible and safe, including the observation of social distancing as appropriate

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					place for catch-up work developed and communicated.				
8.	Use of off-campus (privately hired) teaching space (e.g. for E15)	Clear communication with third parties	No use made of off-campus spaces	Clear communication with third parties	No use made of off-campus spaces	Depending on results of risk assessment, and with approval from the Executive Dean, re-start off-campus work, with social distancing and other required mitigations in place	Should off-campus use of space have been deemed safe under Sustained Protection, review risk assessment to ensure continued confidence in safety levels.  If off-campus use of space had not been deemed safe under Sustained Protection, undertake risk assessment for re-use of off-site facilities	Depending on results of (review of) risk assessment, continue with or re-start off-campus work, with social distancing and other required mitigations in place as necessary	Depending on results of risk assessment, and with approval from the Executive Dean, re-start off-campus work, with social distancing and other required mitigations in place



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
9.	Fieldwork (teaching and research)	Review all fieldwork planned and put in place cancellations.	No fieldwork to take place.	Undertake a risk assessment of planned fieldwork. Identify possible alternatives that may be undertaken safely.	Where appropriate and deemed safe, following risk assessment, fieldwork or identified, safe alternatives to go ahead.	Undertake a risk assessment of planned fieldwork. Identify possible alternatives that may be undertaken safely, where necessary.	Where appropriate and deemed safe, following risk assessment, fieldwork or, where necessary, identified, safe alternatives to go ahead.	Confidential OH review undertaken of the possibility of those participants who are continuing to work offsite and who may need targeted support	Where appropriate and deemed safe, following risk assessment, fieldwork to go ahead for relevant participants.
	Academic Section – Academic Services								
10.	PGR examination processes A) Thesis submission B) Viva examination		Undertake remotely.		Undertake remotely.		Undertake remotely.	Review whether remote vivas, or partial remote examination (I.e. External Examiner remote presence but Internal Examiner present with candidate) can continue.	A) Thesis submission can remain remote via electronic submission.  B) Vivas would be conducted face to face with social distancing maintained, where appropriate and required. If this is not possible

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
									safely or not required, vivas would be conducted remotely.
11.	PGR Welcome Conference (PGRE Team)		PGR Welcome Conference to be delivered remotely.		PGR Welcome Conference to be delivered remotely.		PGR Welcome Conference to be delivered remotely.	Review social distancing guidance at the time, and room availability, to ascertain whether on site gathering can take place.	PGR Welcome Conference to be delivered both on site and remotely, if deemed safe. Access, location and format of the event must enable social distancing (if relevant in October) and remote delivery enables those covered by targeted protection to join and engage too
12.	Examination delivery	Implementation of approach to summer assessment.	No physical exams on any campus in the summer term for all groups of taught students,	Development of approach to summer assessment.	Assessment has not been cancelled but, whenever possible, examinations		Use agreed process for summer assessment.		TBC

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			including PGT wherever possible.		will not be run that require students to be physically present on campus. This applies to all groups of taught students, both undergraduate and postgraduate.				
13.	Exam Boards	Implementation of approach to summer assessment. Planning for the remote delivery of Exam Boards. All exam board work to be paperless in 2020.	TBC	All exam board work to be paperless in 2020. Planning for the remote delivery of Exam Boards.	TBC	Some essential Exam Board roles could be undertaken on campus where office equipment is required to fulfil the role and it's appropriate and possible for the individuals involved.	All exam board work to be paperless in 2020. Location to be agreed.	Some essential Exam Board roles could be undertaken on campus where office equipment is required to fulfil the role and it's appropriate and possible for the individuals involved.	All exam board work to be paperless in 2020. Location to be agreed.
14.	Certificate production and delivery	Consideration to be given to alternative methods of production and/or to the	TBC		Limited number of staff on campus to undertake this function.		Limited number of staff on campus to undertake this function.		To be delivered from campus as usual.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		impact of delaying production pending a return to campus							
15.	Course development and records		Undertake remotely.		Undertake remotely.		Undertake remotely.		Staff will be able to carry out tasks remotely. Return to campus can fit around phased return to allow others to be on campus.
16.	End of Year 1		Undertake remotely.		Undertake remotely.		Undertake remotely.		Staff will be able to carry out tasks remotely. Return to campus can fit around phased return to allow others to be on campus.
17.	Management of Apprenticeships		Undertake remotely.		Undertake remotely.		Undertake remotely.		Specific staff will be able to continue to carry out tasks remotely whilst other staff are on campus if required.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
18.	Facilitation of Summer Schools		Undertake remotely		Undertake remotely		Undertake remotely		Specific staff will be able to continue to carry out tasks remotely whilst other staff are on campus if required.
19.	Management of Partnerships		Undertake remotely.		Undertake remotely.		Undertake remotely.  (Query over ability to produce transcripts and post to Partner Institutions – may need to be done on campus)		Specific team members will be able to continue to carry out tasks remotely, whilst other team members are on campus where required.
20.	Study Abroad		Undertake remotely		Undertake remotely  (Query over ability to produce transcripts and post to Partner Institutions – may need to be	Screens for student desk to allow protection between staff and staff when operating face to face student services.	Subject to the buildings being open on the Colchester campus, offer specific face to face student services where required. Other team members		On a rotational basis, a proportion of team members will be able to continue to carry out tasks remotely, whilst other team members are

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					done on campus)		to continue to work remotely.		working on campus.
21.	Creation of Teaching Timetable		Undertake remotely		Undertake remotely		Undertake remotely		Staff will be able to carry out tasks remotely. Return to campus can fit around phased return to allow others to be on campus..
22.	Student Meetings, e.g. Progress, Academic Offences, Student Conduct		Undertake remotely		Undertake remotely	Availability of meeting rooms which enabled compliance with social distancing requirements.	Meetings could be conducted face to face where required and where social distancing can be maintained. Where it was not possible to hold meetings safely, they could continue to be conducted remotely.	Availability of meeting rooms which enabled compliance with social distancing requirements.	Meetings could be conducted face to face where required and where social distancing can be maintained. Where it was not possible to hold meetings safely, they could continue to be conducted remotely.
	Academic Section – Student Life								

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
23.	Health Centre provision	Review NHS guidance	Operating in line with NHS guidance	Review NHS guidance	Operating in line with NHS guidance	Review NHS guidance	Operating in line with NHS guidance	Review NHS guidance	Operating in line with NHS guidance
24.	Student Wellbeing and Inclusivity Service (SWIS)		Offer online service, with Skype/Zoom support		Offer online service, with Skype/Zoom support	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.  Introduction of social distancing signage.  Purchase and installation of Perspex screens.	Where support requires on campus facilities/ resources, some basic frontline service provided, with reduced opening hours and staff on rotation.  One to one support provided remotely via Zoom, chat or email.		Services provided on site with social distancing maintained, where appropriate and required.
25.	Careers and Skills Support		Services offered remotely		Services offered remotely  Classes for career development learning and	Maintain off site working for most staff until clarity re sustainability of return to office working.	Some services continue to be offered remotely, with limited face-to-face activity.		Services provided on site with social distancing maintained, where



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					academic skills support delivered via online webinars		Classes for career development and academic skills offered via dual delivery. delivered on site if necessary/possible and via webinar/online.		appropriate and required.  Teaching provided on site with blended/online elements supporting those self-isolating or shielding.
26.	Student Hub		Phone and live chat service offered remotely		Phone and live chat service offered remotely	Maintain off site working for most staff until clarity re sustainability of return to office working.  Provide some capacity for limited numbers of staff to work in office space.  Introduction of social distancing signage.  Purchase and installation of Perspex screens.	Limited frontline service provided, with staff on rota basis.  Remote support continuing for phone, email and live chat enquiries.		Services provided on site with social distancing maintained, where appropriate and required. Some remote support continuing.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
27.	Finance advice		Service offered remotely		Service offered remotely	Introduction of social distancing signage.  Purchase and installation of Perspex screens.	Noting this service is predominately delivered via SIT or email and appointment if needed, service predominantly delivered remotely.		As above
28.	Hardship support		Offer online service, with Skype/Zoom support		Offer online service, with Skype/Zoom support	Maintain off site working for most staff until clarity re sustainability of return to office working.  Evaluation of space available for staff  Introduction of social distancing signage.  Purchase and installation of Perspex screens.	As above - offer face to face and online service, with Skype/Zoom support		As above

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
29.	Accommodation advice		Reduced service offered remotely		Reduced service offered remotely	Introduction of social distancing signage.  Purchase and installation of Perspex screens.	Subject to the buildings being open on the relevant campus, offer limited face to face support. If numbers are limited, reduced service offered remotely		
30.	Residence Life		A reduced service delivered remotely via telephone or email; flat programmes suspended but alternative options delivered via Social Media		A reduced service delivered remotely via telephone or email; flat programmes suspended but alternative options delivered via Social Media	Evaluate and identify workspace for staff.	Where possible, (ie self-isolation protocols not in operation in accommodation) some on campus activity where possible, with remote support and alternative options delivered via Social Media,		Services provided on site with social distancing maintained, where appropriate and required.
31.	Registration and Welcome activity		Online delivery		Online delivery	Plan in-person activity with social distancing and other constraints taken into account	Online with some face to face activity should social distancing and other government advice permit	Plan in-person activity with social distancing and other constraints taken into account	Online with some face to face activity should social distancing and other

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
									government advice permit
32.	Critical incident helpline		Expanded Student Information Team (SIT) capacity, staffed by team and volunteers remotely.		Expanded SIT capacity, staffed by team and volunteers remotely.		Expanded SIT capacity, staffed via team and volunteers on site and remotely.		
33.	Faith Centre	Review government and religious organisations' advice.	Individual and collective forms of worship not supported on campus.	Review government and religious organisations' advice.	Collective forms of worship not supported on campus.  Individual worship permitted, if risk assessed to be safe and if available to all faiths, under the terms of this level of protection	Review government and religious organisations' advice.	Collective forms of worship not supported on campus.  Individual worship permitted, if risk assessed to be safe and if available to all faiths, under the terms of this level of protection	Review government and religious organisations' advice.  Engagement with Chaplain and team to ensure actions in line with that of other religious organisations.	Collective forms of worship re-commence on campus, if deemed safe, with social distancing guidelines followed.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
	Academic Section – Academic Registrar’s Office								
34.	Day to day Academic Registrar’s Office activity		Delivered remotely		Delivered remotely		Delivered remotely until such time as staff can be accommodated appropriately		Delivered remotely until such time as staff can be accommodated appropriately
35.	Receipt and distribution of Biometric Residents’ Permits (BRPs)	Notify Home Office of inability to carry out activity in our capacity as an ‘alternative collection location	BRPs to be diverted to local Post Office for collection	Consider staff and space availability, and volume of BRPs expected, to allow function to be carried out on campus. Identify suitable, and available, location for issue of documents to students.	Identify staff for undertaking work on campus. Distribution of BRPs to students to take place at pre-allocated times from agreed location.	Assess staff and space availability.	If Student Services Hubs are open process can continue as usual. Otherwise use arrangements as identified for Enhanced protection	Identify staff capacity	As before.
36.	Immigration advice		Full service offered remotely		Full service offered remotely		Subject to the buildings being open on the relevant campus,		Offer limited face to face support. Service can be

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
							consider offering limited face to face support noting that full service can be effectively offered remotely.		effectively offered remotely as required.
37.	Confirmation of Acceptance of Studies (CAS) issues		Full service offered remotely		Full service offered remotely		Full service offered remotely		Full service can be offered remotely or on campus, does not require in-person contact with students
38.	Checking and image capture of immigration documentation	Monitor Home Office concessions and announcements	Images to be provided, checked and stored digitally by students, pending Home Office Concession	Monitor Home Office concessions and announcements	Images to be provided, checked and stored digitally by students, pending Home Office Concession	Consider alternatives to usual practice of handling of original documents. Monitor Home Office concessions and announcements	Deliver service in person but with extra measures to ensure minimum amount of document handling and adherence to social distancing	Consider alternatives to usual practice of handling of original documents. Monitor Home Office concessions and announcements	Deliver service in person but with extra measures to ensure minimum amount of document handling and adherence to social distancing

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
	Research Delivery and Knowledge Exchange								
39.	Delivery of funded research activities not requiring on site facilities	Pls to consider options and, where necessary, contact funders in conjunction with Postaward team.	Undertake remotely.	Undertake risk assessment for re-commencing on-site activities.  Pls to consider options and, where necessary, contact funders in conjunction with Postaward team.	Undertake remotely and on site, where appropriate, using teams on rotation (no more than a third on site at any time).	None.	Undertake where appropriate, using split (50/50) teams on site, if on site required.	Confidential OH review undertaken of the possibility of those researchers who are vulnerable or shielding to re-commence on site work.	Undertake primarily on site, where appropriate, with those who cannot continuing to work off site until advised otherwise.
40.	Delivery of funded research activities requiring on site facilities	Pls to consider options and, where necessary, contact funders in conjunction with Postaward team.  Undertake risk assessment for continuing with	Considered on a case by case basis by HOD.  Where essential and approved, following a risk assessment, research lab work to be maintained by skeleton staff, using standard	Pls to consider options and, where necessary, contact funders in conjunction with Postaward team.  Undertake risk assessment for re-starting on-site activities	Considered on a case by case basis by HOD.  Where required and approved, following a risk assessment, research lab work to be re-started by a small team (ideally no more	Undertake risk assessment for expanding on-site activities.  Contact funders to advise of any restrictions to ability to undertake research.	Considered on a case by case basis by HOD, informed by a risk assessment.  Where required and approved, research lab work to be re-started, ideally using two teams on rotation,	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support.	Undertake research primarily on site, where appropriate, with those who cannot continuing to work off site until advised otherwise.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		any on-site activities.	operating procedures to keep experiments alive.	where these have ceased.	than a third), with additional safety mitigations put in place where necessary, using standard operating procedures.		small team, and with additional safety mitigations put in place where necessary.		
41.	Delivery of PGR activities not requiring on site facilities	Communication between PGR students and supervisors to determine location for work and equipment needs	Undertake remotely.	Undertake risk assessment for re-commencing on-site activities	Undertake remotely and on site, where appropriate, occupying PGR offices on rotation (no more than a third on site at any time).	None.	Undertake where appropriate, using PGR office occupancy on rotation (50/50), if on site required.	Identification, confidentially, of those PGR students who may need targeted support.	Undertake primarily on site, where appropriate, with those who cannot continuing to work off site until advised otherwise.
42.	Delivery of PGR activities requiring on site facilities	Communication between PGR students and supervisors to determine location for work and equipment needs  Undertake risk assessment for continuing with	Considered on a case by case basis by HOD.  Where essential and approved, following a risk assessment, research lab work to be maintained by skeleton staff,	Undertake risk assessment for re-starting on-site activities where these have ceased.	Considered on a case by case basis by HOD.  Where required and approved, following a risk assessment, research lab work to be re-started by a small team	Undertake risk assessment for expanding on-site activities.  Contact funders to advise of any restrictions to ability to undertake research.	Considered on a case by case basis by HOD, informed by a risk assessment.  Where required and approved, research lab work to be re-started, ideally using two teams	Confidential review of those researchers who are continuing to work offsite and who may need targeted support.	Undertake research primarily on site, where appropriate, with those who cannot continuing to work off site until advised otherwise.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		any on-site activities.	using standard operating procedures to keep experiments alive.		(ideally no more than a third), with additional safety mitigations put in place where necessary, using standard operating procedures.		on rotation, small team, and with additional safety mitigations put in place where necessary.		
43.	REF environment statements	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support.	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.
44.	REF Impact case studies	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
								who may need targeted support.	work off site until advised otherwise.
45.	REF governance and sign off	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support.	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.
46.	REF institutional environment statement	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
47.	Research output production	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.
48.	Management of and grant claims for existing awards - research ethics activities	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Staff to ensure they have IT equipment necessary for working from home.	Undertake primarily remotely, with skeleton staffing on campus (no more than one third on site at any one time).	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support.	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
49.	Support for preparation and submission of research proposals and contracts team	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Undertake risk assessment to bring staff back on site.	Undertake primarily remotely, with skeleton staffing on campus to support enquiries (no more than one third on site at any one time).  REO reception staffed by skeleton staff, maintaining social distance.	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support.  .	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.
50.	KEF narrative	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Staff to ensure they have IT equipment necessary for working from home.	Undertake remotely.	Put in place measures to facilitate safe return.	Implement 50/50 team rota for staff coming onto site, as necessary.	Confidential OH review undertaken of the possibility of those researchers who are continuing to work offsite and who may need targeted support.	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
51.	Student Enterprise and Entrepreneurs hip	All Studio X users notified of closure.	<p>Studio X closed. No face to face events – online delivery only.</p> <p>Team to work remotely. .</p>	<p>Re-activate user key cards. Implement social distancing.</p> <p>Additional temporary signage in Studio X to implement social distancing.</p> <p>Rota system for users if necessary.</p>	<p>Re-open Studio_X. with social distancing measures for desk and meeting space (subject to Innovation Centre resuming operation).</p> <p>Selected team members to work on site in Studio X with other members working remotely.</p>	Put in place measures to facilitate safe return.	Implement increased (50/50) team rota for staff coming onto site, as necessary.	<p>Confidential OH review undertaken of the possibility of those staff who are continuing to work offsite and who may need targeted support.</p> <p>Deactivate rota.</p>	Undertake primarily on site, where appropriate, with those who are vulnerable or shielding continuing to work off site until advised otherwise.
52.	Engagement with potential and current external research partners (incl. KTP project meetings)	Research partners kept informed.	<p>Undertaken remotely.</p> <p>No business travel.</p> <p>All meetings conducted remotely.</p> <p>Digital marketing activities continue at</p>	Consider policy and guidelines around UK business travel.	UK business travel resumed subject to University and government guidelines and capacity of host premises to meet social distancing requirements.	Put in place measures to facilitate safe management of visitors on campus.	As Enhanced Protection, with on-site meetings undertaken where safe.	Confidential OH review undertaken of the possibility of those staff who are continuing to work offsite and who may need targeted support.	Business as usual, with those who are vulnerable or shielding continuing to work off site until advised otherwise.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			reduced level but all events and face to face follow-up paused.		Public transport to be avoided with private cars preferred (subject to University policy compliance)  Meetings conducted remotely where possible.  In person event attendance resumed where events are compatible with social distancing.				
	Library								
53.	Loans and access to physical collections	Implementation of all remote services.  Closure of all physical library spaces (with actions relating to the Forum	Albert Sloman Library and Loughton library closed for readers and visitors but telephone and on-line support provided.	Identify services that may be run remotely.  Prepare for 'click and collect for printed books (re- shelving backlog); extended loan	Albert Sloman Library – click and collect service implemented with social distancing and with small staff	Undertake risk assessment undertaken of re-opening libraries (ASL & Loughton) for limited service.  In Southend, re-opening Forum	Basic frontline service provided at the ASL on a 'click and collect' basis, with reduced opening hours, restricted numbers and	Standardise loan periods, reinstate recalls and reservations.  Set up system for returning books from students who	Guidance followed for social distancing.  Normal opening hours for ASL used, dependent on availability of Reassurance staff. Reduced

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		dependent on liaison with SBC).	<p>SBC Forum Library closure is subject to SBC decisions, but expected to remain closed to visitors. The Gateway Building closed.</p> <p>Extended loan periods in place.</p>	<p>period continues.</p> <p>Review furlough arrangements and identify staff required to operate click and collect and booking services on campus.</p> <p>Liaison with SBC about requirements for the Forum.</p>	<p>teams operating on rotation.</p> <p>Extended loan period continues.</p> <p>Students can return books through the automatic book sorter in Colchester, via a book return slot in Southend and by appointment in Loughton.</p> <p>Majority of services run remotely.</p>	<p>Library is dependent on Southend Borough Council decision. Initial indication from SBC that phased opening or restricted numbers accessing (akin to current supermarket arrangements) may apply. For ASL and Loughton restricted numbers will also apply.</p> <p>'Un furlough' frontline staff. Provide refresher training, reorientation and updates.</p> <p>Undertake housekeeping to</p>	<p>using staff on rotation.</p> <p>Loughton - reduced opening hours with restricted numbers accessing the library.</p> <p>At the Forum provision of frontline services dependent on SBC. There are likely to be restricted numbers accessing the building and limited services only provided.</p> <p>Extended loan period continues (currently to 7th September at ASL &amp; Loughton,</p>	<p>have left – possible national reciprocal arrangement and/or postal services(costs).</p> <p>Contact Reassurance to confirm availability of out of hours staff; reduce ASL opening hours if necessary.</p> <p>Re-open upper floors/collections and study spaces in ASL after deep cleaning.</p> <p>Return to usual opening hours at Loughton and ASL, rota staff for full service.</p> <p>Student laptops returned and</p>	<p>hours in place if staff resource unavailable.</p> <p>Normal opening hours in place for Loughton.</p> <p>Opening hours in Southend dependent on agreement with Southend Borough Council, but expected to be as normal.</p> <p>Standard loan periods, recalls and reservations back in place.</p> <p>Upper floors/ collections and study spaces open.</p> <p>Laptop loans reinstated.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>prepare the environment e.g. clear shelving backlogs, receipt deliveries/new stock.</p> <p>Purchase and distribution of masks and gloves, as appropriate.</p> <p>Installation of Perspex screens at ASL helpdesk.</p> <p>Contact suppliers to ensure continuity of deliveries during revised opening hours.</p>	<p>16th July at Southend)</p> <p>Click and collect for print books with no public access to ASL upper floors/physical collections. Recalls and reservations remain suspended.</p> <p>24 hour returns available via automatic book returns.</p> <p>The library team is looking at the potential to allow individual postgraduate students and academic staff access to special collections for research, either in person or via</p>	<p>available for loan at all three libraries.</p>	



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
							scanning services, and will be able to provide more information at a later date.		
54.	Provision of digital, content and online resources	Identify mitigating activities to allow continued use of library resources including access to electronic materials.	Continue as normal, managed remotely, subject to publisher /provider and network resilience.	Continue to, manage remotely, subject to publisher /provider and network resilience.	Continue to manage remotely, subject to publisher /provider and network resilience.	Continue as normal, mainly managed remotely with a small number of office-based staff on rotation, and subject to publisher /provider and network resilience.	Continue as normal, managed remotely, with a small number of office-based staff on rotation, subject to publisher /provider and network resilience.	Managed on campus (some staff may continue to work at home some of the time)	Managed primarily on campus, with some staff working from home if necessary.
55.	Provision of study spaces	Prepare closure of study spaces.	Albert Sloman Library and Loughton library closed for readers and visitors, but telephone and on-line support provided.  SBC Forum Library closure is subject to SBC	Set up booking system for PGR students and academic staff to access ASL special collections for research with social distancing.	Albert Sloman Library closed to visitors with the exception of PGR students and academic staff accessing special collections for research via a booking system.  Loughton Library & IT Centre	Risk assessment undertaken of re-opening libraries for a limited service.  Social distancing signage in place with guidance on hygiene precautions for library users; preparation for	ASL: Ground floor open for click and collect service and basic enquiries with information and advice for library users re hygiene precautions, keeping distance. Restrictions on numbers	Undertake risk assessment of extending opening plans and, dependent on the results of this, re-open upper floors of ASL and study spaces; return to usual opening hours for time of year and	Guidance followed for social distancing.  Upper floors of ASL and study spaces open using usual opening hours, dependent on availability of

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			decisions, but expected to remain closed to visitors.		remains closed to visitors.  The Forum Library in Southend closed to visitors, subject to SBC plans.	partial re-opening with restrictions on numbers accessing the building.  Loughton library – prepare for partial opening hours and restrictions on numbers with social distancing measures.	entering the building.  Study spaces in the ASL to remain closed: study spaces on upper floors, Library Reading Room and PG Study Room remain closed.  Loughton Library/IT centre re-opens with restrictions on numbers and social distancing.  Forum Library actions subject to SBC decisions.	dependent on Reassurance availability (may be vacation).  Loughton – return to usual opening hours.  Forum Library – dependent on SBC decisions.	Reassurance staff resource.  Study spaces in Loughton open using usual hours.  Study spaces open using hours as agreed with SBC.
56.	Helpdesk and enquiry services	Identify mitigating activities to allow continued use of library resources	Services delivered remotely by staff working from home, via live chat, email or phone.	Identify mitigating activities to allow continued remote helpdesk service, including review	Services delivered remotely by staff working from home, via live chat, email or phone.	Purchase and installation of Perspex screens for ASL help desk.  Purchase and distribution of	Basic frontline service provided, with reduced opening hours and staff on rotation.	Return to usual opening hours assuming Reassurance support is available for overnight cover at ASL. If not,	Guidance followed for social distancing.  Normal opening hours for ASL used, dependent on availability of

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		including remote helpdesks.		of staff currently on furlough.		<p>masks and gloves for handling books.</p> <p>Purchase and distribution of wipes for shared equipment; top up/ provide hand sanitiser.</p> <p>Prepare new rotas for reduced numbers of staff and reduced opening hours.</p> <p>Extend live chat availability.</p>	<p>Live chat availability extended.</p> <p>One to one support provided remotely via Zoom, chat or email.</p> <p>Forum Info Point unstaffed with support provided remotely; re-opening of Forum Library frontline services dependent on SBC decisions. Library.</p> <p>Induction &amp; Information Literacy training provided online via webinar/Zoom.</p>	<p>adjust opening hours accordingly.</p> <p>Info Point at Forum staffed (Forum opening hours depend on SBC decisions).</p> <p>Continue to provide one to one support remotely and via live chat as part of usual service.</p>	<p>Reassurance staff. Reduced hours in place if staff resource unavailable.</p> <p>Normal opening hours in place for Loughton.</p> <p>Opening hours for Info Point in Southend staffed, with hours dependent on agreement with Southend Borough Council.</p> <p>Information literacy training provided via blended approach.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
57.	Interlibrary loans/document delivery	Implement remote management.	Managed remotely for digital document delivery only, subject to British Library resilience.	Continue with remote management.	Managed remotely for digital document delivery only, subject to British Library resilience.	Continue to manage remotely for digital and print document delivery, subject to British Library resilience.	Managed remotely for digital and print document delivery, subject to British Library resilience.	Managed on campus.	Managed on campus.
58.	ESCALA & University Art Collections	Implementation of all remote services.  Closure of all physical spaces	Physical access to the Art Collection is closed; continuing to provide online access and support through website and email.	Complete risk assessments for staff members required to attend campus  Draft user journey mapping in advance of sustained protection	Physical spaces still remain closed; provide online support and access  Encourage digital interactions with collections through social media and online catalogue/website  Produce informal videos on artworks in collections for social media and Vimeo	Undertake housekeeping to prepare physical environment in Constable Building.  Distribution of masks and gloves.  Work to make changes to accommodate increased functionality of website  Adjust furniture in the ESCALA space to create public and staff spaces for	ESCALA to open under very limited capacity with one-hour appointments to view artworks, with strict adherence to social distancing. All other contact to be via Zoom  Continue to encourage digital interactions with collections through social media and online catalogue/website	Regular deep cleaning of ESCALA space to continue	ESCALA space to fully re-open for viewing artworks  Teaching to resume in ESCALA space  ESCALA Archive appointments to resume  Exhibitions in the Library foyer space to resume  Guidance followed for social distancing

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					<p>Staff to condition check artwork when safe to do so</p> <p>No exhibitions in the Library foyer space</p>	<p>viewing appointments</p> <p>Write and disseminate guidelines for social distancing in ESCALA space, to be disseminated to students via email and visible within the space.</p> <p>Ensure there is additional cleaning equipment and hand sanitiser</p>	<p>Continue to introduce informal videos on artworks in collections for social media and Vimeo</p> <p>No teaching to take place in ESCALA space (TBC)</p>		
	On site services and facilities (UoE): Catering								
59.	On campus Essex food outlets	Review government advice and liaise with OH.	As enhanced protection plus:  Take-away services only.	Review government advice and liaise with OH.	All catering outlets either closed or takeaway service only.	*Any reopening would be dependent on government	Re-open identified outlets with heightened focus on hygiene	Review of staffing structure, unfurloughing of required staff and	As for Sustained protection except:  Re-opening of catering outlets

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>This will be in Canteen.</p> <p>Cashless only to mitigate risk of cash handling.</p> <p>Increased use of premade foods purchased in light of reduced staffing.</p> <p>Reinforced social distancing messaging, guidance and implementation</p> <p>Monitor staff and student usage and review weekly, considering total closure if/when required.</p>		<p>Ensured all cutlery and crockery is now single use and given by staff on request.</p> <p>All jugs of water and glasses to be removed from all units.</p> <p>All food covered.</p> <p>Sanitiser units in all areas front and back of house.</p> <p>Air-con not to be used.</p> <p>Access to back of house areas restricted to essential staff only.</p>	<p>recommendations.</p> <p>Purchase and use of full disposable PPE for staff, to include aprons, gloves and masks.</p> <p>Ensure any additional units considered for opening are deep cleaned.</p> <p>Consider reintroduction of restaurant seating whilst maintaining social distancing</p> <p>Review staffing levels with a view to unfurloughing a number of staff whilst maintaining</p>	<p>of front and back of house.</p> <p>All restaurant tables to be cleaned after every use should the decision be taken to reintroduce restaurant service.</p> <p>All uncovered food displays to be covered or removed.</p> <p>Porters to where gloves as handling food waste.</p> <p>Storeman to wear gloves as handling deliveries.</p>	<p>management of rotas and annual leave.</p> <p>Ensure the recommissioning of all catering equipment in all areas</p> <p>Ensure all units are deep cleaned and strict cleaning schedules are in place</p> <p>Review of cash, floats and safes in preparation for moving away from cashless only payments.</p>	<p>for visitors, following guidance for social distancing.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					Regular monitoring of all these actions.	<p>minimum numbers to allow safe social distancing protocol.</p> <p>Reengage with suppliers to ensure product availability.</p> <p>Engage with SU to understand and agree holistic approach to catering offer on campus.</p> <p>Review viability of delivered catering option, particularly in Southend.</p> <p>Ensure the recommissioning of all catering equipment in areas likely to reopen.</p>	<p>CAs to wear PPE - gloves masks and aprons.</p> <p>Ensure safe distance between tables</p> <p>Single use crockery and cutlery used.</p> <p>Review queue management and ensure safe distance between customers.</p> <p>Continue to offer primarily takeaway options to reduce gatherings.</p> <p>Access to back of house areas restricted to essential staff only.</p>		

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
60.	Essex Food staffing	Review government advice and liaise with OH.	<p>Skeleton/essential staff to run units that are open, all others working remotely where possible.</p> <p>Shifts allotted to all available permanent staff on a rota basis.</p> <p>Management rota introduced.</p> <p>All annual leave and lieu hours used by end of March.</p> <p>Consider shutting if minimum staffing numbers are not achieved through Govt. recommendations on key workers.</p>	Review government advice and liaise with OH.	Implement reduced on-site staffing levels reflecting agreed services. Other staff working remotely where possible.		<p>Implement reduced on-site staffing levels reflecting agreed services.</p> <p>Retain cashless as a default payment method.</p>	<p>Review staffing levels with a view to unfurloughing a number of staff whilst maintaining minimum numbers to allow safe social distancing protocol.</p> <p>Ensure robust management of staff annual leave entitlement.</p> <p>Ensure all staff have PPE as required.</p> <p>Utilise all staff flexibly across all areas to ensure minimal/no use of agency and on demand staff.</p>	Staff on-site where possible, following OH framework.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
61.	Essex Food service delivery and continuity	Contact all suppliers and contractors to ensure continuity of service in line with requirements.	Manage delivery on-site and remotely.	Contact all suppliers and contractors to ensure continuity of service in line with requirements.	Manage delivery on-site and remotely.	Contact all suppliers and contractors to ensure continuity of service in line with requirements.	Manage delivery on-site and remotely.	Contact all suppliers and contractors to ensure continuity of service in line with requirements.	Manage delivery on-site.
	On site services and facilities (UoE): Sport								
62.	Student Sports Clubs	Review government advice	All student sports club sessions cancelled	Review government advice	All student sports club sessions cancelled	Risk assessment taken of re-starting student sports clubs	Clubs re-commence in line with government guidelines	Risk assessment taken of re-starting student sports clubs	Clubs re-commence in line with government guidelines
63.	External Sports Clubs and Group Activity Bookings (Hiring facilities for groups of more than 4 people)	Review government advice	External sports clubs cancelled	Review government advice	External sports clubs cancelled	Risk assessment of re-starting external sports clubs and group activities	External sports clubs re-commence in line with government guidelines	Risk assessment taken of re-starting student sports clubs	External sports clubs and activities operating with some restrictions on vulnerable individuals
64.	Essex Sport Facilities - general	Prepare to close Sports facilities	Closed	Marketing campaign to	Facilities re-open on reduced	Marketing campaign to	Facilities re-open on reduced	Re-instatement of more on-demand staff	Essex Sport facilities re-open,

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				engage previous customers.  Undertake risk assessment for re-opening of sports facilities.  Liaison with any external agencies using the sports facilities (e.g. NHS).  Social distancing to be observed in reception areas – demarcation with floor tape.  Screens installed at reception.  Staff training to be implemented on social distancing and	hours and capacity.  Furloughed permanent staff recalled. Minimum required on-demand furloughed staff recalled.	engage previous customers.  Undertake risk assessment for re-opening of sports facilities.  Liaison with any external agencies using the sports facilities (e.g. NHS).  Social distancing to be observed in reception areas – demarcation with floor tape.  Screens installed at reception.  Staff training to be implemented on social distancing and	hours and capacity.  Furloughed permanent staff recalled. Minimum required on-demand furloughed staff recalled.	would be necessary to return to longer operating hours  Training required for on-demand staff on cleaning requirements.	dependent on availability/ recruitment of on-demand staff.  Social distancing guidelines followed.  Restrictions on use by vulnerable individuals

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				<p>cleaning requirements.</p> <p>Changing facilities would need to have demarcated changing areas using floor tape creating 3m x 3m areas. Enhanced cleaning regime would be required in changing rooms.</p> <p>General cleaning follows government advice on cleaning in non-healthcare settings</p> <p>Staff to wear PPE whilst cleaning.</p>		<p>cleaning requirements.</p> <p>Changing facilities would need to have demarcated changing areas using floor tape creating 3m x 3m areas. Enhanced cleaning regime would be required in changing rooms.</p> <p>General cleaning follows government advice on cleaning in non-healthcare settings</p> <p>Staff to wear PPE whilst cleaning.</p>			
65.	Essex Sport Gym	Prepare to close gym.	Closed	Marketing campaign required to	Re-open in reduced capacity and dependent	Marketing campaign required to	Re-open in reduced capacity and dependent	Recall of on-demand staff would be required to	Essex Sport Gym re-opens, following social

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				engage previous customers.  The Essex Sport Gym could re-open on the following basis, dependent on government advice (NB gyms noted as being one of the last venue types to reopen):  <ul style="list-style-type: none"> <li>- Signage in place to instruct users to observe social distancing</li> <li>- CV equipment spaced by social distance by putting some items out of use</li> </ul>	on government advice.	engage previous customers.  The Essex Sport Gym could re-open on the following basis:  <ul style="list-style-type: none"> <li>- Signage in place to instruct users to observe social distancing</li> <li>- CV equipment spaced by 2m by putting some items out of use</li> <li>- Weights areas spaced by social distance by putting some stations out of use</li> </ul>	on government advice.	return to longer opening hours.  Staff training with on-demand staff would be required on enhanced cleaning requirements	distancing guidelines.  Restrictions in place for use by vulnerable individuals

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				<ul style="list-style-type: none"> <li>- Weights areas spaced by social distance by putting some stations out of use</li> <li>- 'Functional' area could be used by marking out 3mx3m areas with floor tape</li> <li>- Overall capacity limit imposed on number of users in gym at any time</li> <li>- Signage in place and cleaning materials in place at each station with</li> </ul>		<ul style="list-style-type: none"> <li>- 'Functional' area could be used by marking out 3mx3m areas with floor tape</li> <li>- Overall capacity limit imposed on number of users in gym at any time</li> <li>- Signage in place and cleaning materials in place at each station with instruction to users to clean after use</li> </ul>			

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				instruction to users to clean after use					
66.	Fitness Classes	Prepare to cancel classes.  Communicate with class attendees.	All cancelled	Marketing campaign required to engage previous customers.  Enhanced timetable of greater frequency of fitness classes with reduced capacity.  Digital content increased with live and recorded virtual fitness class content.  Reduced capacity of classes with 3 x 3m square area demarcated per	Fitness classes re-started in line with government advice	Marketing campaign required to engage previous customers.  Enhanced timetable of greater frequency of fitness classes with reduced capacity.  Digital content increased with live and recorded virtual fitness class content.  Reduced capacity of classes with 3 x 3m square area demarcated per	Fitness classes re-started in line with government advice	Increases in fitness class capacity reviewed in-line with government advice	Restrictions in place for vulnerable individuals

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				<p>participant with floor tape</p> <p>Majority of classes delivered by on-demand staff, who will need to be recalled.</p>		<p>participant with floor tape</p> <p>Majority of classes delivered by on-demand staff, who will need to be recalled.</p>			
67.	Individual Hire of Facilities		All facilities closed	<p>Marketing campaign required to engage previous customers.</p> <p>Undertake risk assessment for re-introducing some solo sporting activities</p>	<p>Some sporting re-introduced where social distancing is possible, following approved risk assessment, including:</p> <p>Singles badminton, singles tennis, one-person basketball hoop, one-person squash court, singles table tennis, Frisbee golf with signage advising of</p>	<p>Undertake risk assessment for re-introducing some small group sporting activities alongside solo activities in-line with government activities</p>	Some group sporting activities re-introduced in line with government guidelines	Undertake risk assessment for re-opening all activities.	Activities re-commence, if deemed safe and following government guidelines.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					spacing of players.				
68.	Children's Courses and Holiday Camps (incl. CHUMS)	Prepare to cancel all activities.  Communicate with those who have made bookings.	All activities cancelled	Prepare to cancel all activities.  Communicate with those who have made bookings.	All activities cancelled	Marketing campaign required to engage previous customers  Risk assessment of re-starting children's activities	Activities re-commence if deemed safe and following social distancing guidelines	Marketing campaign required to engage previous customers  Risk assessment of re-starting children's activities	Activities re-commence if deemed safe and following social distancing guidelines
69.	Large Scale Sporting Events (over 100 people), e.g. External Hire of Essex Sport Arena (Superleague Netball), Derby Day, Sports Awards Dinner	Prepare to cancel all activities.  Communicate with those who have made bookings.	All activities cancelled	Prepare to cancel all activities.  Communicate with those who have made bookings.	All activities cancelled	Risk assessment taken of re-commencing large scale sporting events, in line with government advice	Sporting events re-commence in line with government guidelines	Risk assessment taken of re-commencing large scale sporting events, in line with government advice	Sporting events re-commence in line with government guidelines
70.	Outreach and In-reach activities (visits to/from schools, work experience)	Prepare to cancel all activities.  Communicate with those who	All outreach/in-reach activities cancelled	Prepare to cancel all activities.  Communicate with those who	All outreach/in-reach activities cancelled	Plan alternative methods to reintroduce programme of support and schools	All outreach/in-reach activities cancelled or rescheduled with online and virtual support/activity.	Risk assessment taken of re-opening all activities.	Activities re-commence if deemed safe and following social distancing guidelines.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		have made bookings.		have made bookings.		engagement via virtual activity.			
71.	Meetings on/off-campus with external organisations	Prepare to cancel all meetings.  Communicate with those who would be expected to attend.	All on-campus meetings cancelled	Prepare to cancel all meetings.  Communicate with those who would be expected to attend.	All on-campus meetings cancelled  All meetings with external organisations to be virtual		Limited on-campus meetings possible for small number of staff observing social distancing.	Risk assessment taken of re-opening all activities.	Activities re-commence if deemed safe and following social distancing guidelines.
72.	Site Visits from Contractors for Inspections/Maintenance (Sport)	Permission for contractors to attend for essential works only		Permission for contractors to attend for essential works only		Permission granted for contractors to attend for inspections and maintenance where social distancing measures can be observed		Permission granted for contractors to attend for inspections and maintenance where social distancing measures can be observed	
	On site services and facilities: SU								
73.	SU clubs and societies	Prepare to cancel all activities.  Communicate with those who	No events or room bookings.  Virtual society activity sustained as	Prepare to cancel all activities.  Communicate with those who	All events and room bookings cancelled.  Virtual society activity	Risk Assessment taken for the re-opening of some activities.	Some room bookings allowed.  Keep virtual activity	Risk assessment taken of re-opening all activities.	Clubs re-opened if safe, according to social distancing guidelines.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		have made bookings.	much as possible.	have made bookings.	sustained as much as possible.	Inform members of societies of the required social distancing measure.	sustained as much as possible.		
74.	SU bars and catering outlets: SU Bar, SU Bar Food, Starbucks, Top Bar and MOA	Review government advice.	<p>As enhanced protection plus:</p> <p>Providing essential food availability for residents in accommodation.</p> <p>Limited outlets open for take-away services only</p> <p>Cashless service provision in light of limited cash/change available on campus.</p> <p>Increased use of premade foods purchased in</p>	Review government advice.	<p>Heightened focus on hygiene of front and back of house.</p> <p>All uncovered food displays to be covered or removed.</p> <p>Porters, CAs and Stores staff to wear gloves</p> <p>Single use crockery and cutlery introduced</p> <p>Review queue management and ensure safe distance</p>	Purchase and distribution of PPE in line with Government Guidelines.	<p>Staff to wear gloves when handling food waste.</p> <p>Staff to wear gloves when handling deliveries.</p> <p>Review pre-order and collection service.</p>	<p>NB re-opening dependent on government regulations.</p> <p>Risk assessment undertaken of re-opening all catering outlets.</p>	<p>As for Sustained protection except:</p> <p>Re-opening of catering outlets for visitors, following guidance for social distancing.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			light of reduced staffing		<p>between customers</p> <p>Takeaway only service offered.</p> <p>Extend pre-order and collect service</p> <p>Air-con not to be used</p> <p>Access to back of house areas restricted to essential staff only.</p> <p>Bars remain closed over the summer.</p>				
75.	Sub Zero	Prepare to close nightclub.	Nightclub closed	Prepare to close nightclub.	Nightclub closed	None.	Nightclub closed	Risk assessment undertaken of re-opening nightclub.	Nightclub re-opens if deemed safe.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
76.	SU Shops; The Store, Extra Store, Mini Store, The Kitchen, everythingEss ex and Post office	Review government advice	The SU store serving only from the hatch. Online ordering and halls delivery system.  The mini store working on a one in one out basis.	Review government advice  Introduction of social distancing signage.  Purchase and installation of Perspex screens.	Social distancing in all SU shops.  The mini store working on a limited number in at any one time.	Review government advice	All shops serving according to government requirements and industry standards.	Review government advice	As for Sustained protection except:  Re-opening of shops for visitors, following guidance for social distancing.
77.	SU Advice		Service continues remotely through online/phone delivery		Service continues remotely through online/phone delivery	Under risk assessment of re-opening face to face service	Limited face-to face service if deemed safe. Service continues remotely through online/phone delivery	Review government advice	Expect to be offering on-site service.
78.	SU Reception		Service continues remotely through online/phone delivery		Service continues remotely through online/phone delivery	Under risk assessment of re-opening face to face service	Limited face-to face service if deemed safe. Service continues remotely through online/phone delivery	Review government advice	Expect to be offering on-site service.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
79.	SU Education team		Service continues remotely through online/phone delivery		Service continues remotely through online/phone delivery	Under risk assessment of re-opening face to face service	Limited face-to face service if deemed safe. Service continues remotely through online/phone delivery	Review government advice	Expect to be offering on-site service.
80.	Students' Union Societies		Maintain online communications links remotely with societies		Maintain online communications links remotely with societies	Review government advice	Limited society activity, in line with government and social distancing guidelines.  Maintain online communications links remotely with societies	Review government advice	Expect society activity to continue, following social distancing requirements.
81.	SU Homes		Reduced service continues remotely through online/phone delivery		Reduced service continues remotely through online/phone delivery	Risk assessment to be conducted	Following government guidelines the office to re-open and guidelines to be followed.	Review government advice and risk assessment	Expect to be offering on site service.
82.	SU Lounge, Southend		Lounge closed until further notice.	Purchase and installation of Perspex screen.	Social distancing in Lounge.	None.	Social distancing in Lounge.	Review of social distancing plan in line with government guidance.	Expectation to move to business as usual, within

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				Development of process for managing social distancing and limiting numbers.					government guidelines.
83.	SU Office, Southend and Just Play		Office closed; all interactions are remote		Office closes and all staff are given the choice to work remotely. Just Play is cancelled. If the office is open the door is closed and people are required to knock and wait to allow social distancing	Review government advice for returning to work (SU Office) and for sports facilities (Just Play).	Office closes and all staff are given the choice to work remotely. If the office is open the door is closed and people are required to knock and wait to allow social distancing.	Review government advice for sports facilities.	Expect to offer activities as usual, following social distancing requirements.
84.	Corbett Theatre Café and bar, and Roding House Loughton	Review government advice.	As enhanced protection plus:  Providing essential food availability for residents in accommodation.  Limited outlets open for take-	Review government advice.	Heightened focus on hygiene of front and back of house.  All uncovered food displays to be covered or removed.	Purchase and distribution of PPE in line with Government Guidelines.	Staff to wear gloves when handling food waste.  Staff to wear gloves when handling deliveries.	NB re-opening dependent on government regulations.  Risk assessment undertaken of re-opening all catering outlets.	As for Sustained protection except:  Re-opening of catering outlets for visitors, following guidance for social distancing.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>away services only</p> <p>Cashless service provision in light of limited cash/ change available on campus.</p> <p>Increased use of premade foods purchased in light of reduced staffing</p>		<p>Porters, CAs and Stores staff to wear gloves</p> <p>Single use crockery and cutlery introduced</p> <p>Review queue management and ensure safe distance between customers</p> <p>Takeaway only service offered.</p> <p>Extend pre-order and collect service</p> <p>Air-con not to be used</p> <p>Access to back of house areas restricted to</p>		Review pre-order and collection service.		

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					essential staff only.				
	Recruitment and Admissions								
85.	Admissions	<p>IT equipment provided to all staff working from home, where required.</p> <p>Gap analysis undertaken of resources needed for key service delivery</p>	All staff working from home	<p>IT equipment provided to all staff working from home, where required.</p> <p>Gap analysis undertaken of resources needed for key service delivery</p>	All staff working from home	<p>Review space available to staff, and investigate the sustainability of staff continued working from home.</p> <p>Only consider staff being able to work on campus if home working unsuitable, and/or we can model safe distancing in office.</p> <p>N. B – would not be viable to have same staff working at home and on site due</p>	<p>Subject to the buildings being open on the relevant campus, offer limited return to office opportunities for staff who have problems working from home.</p> <p>Maintain admissions enquiries function virtually. Remainder of staff working from home.</p>	<p>Maintain off site working for most staff until clarity re sustainability of return to office working.</p> <p>Only allow staff whose home working is not sustainable to return to office, if spacing/safety allows.</p> <p>Potentially provide some capacity for limited numbers of staff to work in office space.</p>	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						to equipment needs et.			
86.	Confirmation of Acceptance of Studies (CAS) issuing	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	All staff working from home	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	All staff working from home	Review space available for staff.  As above for Admissions.	Subject to the buildings being open on the relevant campus, offer limited face to face support. Remainder of staff working from home.	As above – maintain off site service until clarity re longer term sustainability of return to campus.	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.
87.	Recruitment and outreach off campus	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery.	Review situation re updated guidance of all areas will be visiting/type of activity.  Consider Public Health England (PHE) guidance re containment/cancelling events.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery.	Review situation re updated guidance of all areas will be visiting/type of activity.  Consider PHE guidance re containment/cancelling events.	Review situation re updated guidance of all areas will be visiting/type of activity.  Consider PHE guidance re containment/cancel events.  Move provision to virtual activity and support as available.	Follow schools' requests and general guidance. it is anticipated all schools activity will remain virtual until at least autumn 2020, but more likely January 2021.	Work from home and respond to guidance on opening schools/requests from schools.  Provide activity via online/virtual activity as available.  No campus-based activity until wider relaxation of social distancing.	Teams to continue to work from home until business as usual returns.  Guidance on visits to schools followed.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						Review sustainability of staff working from home and prioritise any staff who need to return to office/review space etc as needed.		Review sustainability of staff working from home and prioritise any staff who need to return to office/review space etc as needed.	
88.	Recruitment and outreach on campus	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery.	Cancel or postpone. Management engagement via online activity, including virtual open days as appropriate.  Manage engagement via online activity.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery.	Cancel or postpone. Management engagement via online activity, including virtual open days as appropriate.  Manage engagement via online activity.	Assess which country/events/markets are opening up for face to face activity.  Review sustainability of staff working from home and prioritise any staff who need to return to office/review space etc as needed.	Consider travel/events on a case by case basis.  Cancel or postpone where appropriate.  Manage engagement via online and virtual activity.	Work from home and respond to external requirements. No campus-based events planned until autumn/relaxation of social distancing.  Confirm relevant guidance on travel to specific countries/consider quarantine on return etc.	Teams to continue to work from home until business as usual returns.  Undertake recruitment travel as allowed/sensible based on UK and other Govt guidance. And consideration of quarantine etc.  No campus-wide events to take place.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
								Virtual activity planned until this point.	
89.	Use and management of Customer Relationship Management (CRM) systems	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery.	Work delivered by staff working from home.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery.	Work delivered by staff working from home.	Review sustainability of staff working from home and prioritise any staff who need to return to office/review space etc as needed.	Work delivered by staff working from home.	As above – no priority to return to office until clarity re longer term situation.	Teams to continue to work from home until business as usual returns.
90.	Enquiry management and agent management	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.	Review sustainability of staff working from home and prioritise any staff who need to return to office/review space etc as needed.	Work delivered by staff working from home.	As above – no priority to return to office working, although some access to office might be required.  Review sustainability of staff working from home and prioritise any staff who need to return to office/review	Teams to continue to work primarily from home until business as usual returns.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
								space etc as needed.	
91.	Wider recruitment and conversion activity	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.	Review sustainability of staff working from home and prioritise any staff who need to return to office/review space etc as needed.	Work delivered by staff working from home via online and virtual activity.  Review travel based on guidance in relevant markets etc.	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.
92.	Wider travel	Review FCO advice	Work delivered by staff working from home (as before). Review all advice re containment	Review FCO advice	Work delivered by staff working from home (as before). Review all advice re containment	Review all advice re containment and travel in relevant market.  Allow some staff to travel if business need and safe to do so.  Consider any quarantine issues as relevant – but allow to be	Work delivered by staff working from home.	No further planning until wider international/global position clarified.	No travel undertaken until and unless global position clarified.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						managed via home working.			
93.	Market intelligence	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home (as before, with review of any individual need to return and spacing in office).	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home (as before, with review of any individual need to return and spacing in office).	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.
	Communications and events								
94.	Website	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.  Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home. Key staff to come on site and manage social distancing etc.  Enhanced focus of communications on supporting	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home, with key staff allowed on site in line with social distancing guidance/office space.	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					understanding and awareness of COVID-19 measures.			of staff to work in office space.	
95.	Social media	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.  Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home. Key staff to come on site.  Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home (as above).	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.
96.	Internal communications	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.  Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home. Key staff to come on site.  Enhanced focus of communications on supporting understanding and awareness	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home, with review of individuals needs to work in office.	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					of COVID-19 measures.				
97.	External communications	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home.  Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home. Key staff to come on site.  Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery	Work delivered by staff working from home (as above).	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.	Limited numbers of staff on site, following social distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.
98.	Reception services	Implement closure of reception services.  Furlough staff where necessary.	Move to non-face to face arrangements/use answerphone to provide updates if university campuses need to move to restricted opening.	Implement closure of reception services.  Furlough staff where necessary.	Move to non-face to face arrangements/use answerphone to provide updates if university campuses need to move to restricted opening.	Introduction of social distancing signage.  Purchase and installation of Perspex screens.  Health and safety review of working environment.	Subject to the buildings being open on the relevant campus, offer limited face to face support.	Plan for return to campus, with relevant social distancing measures in place as required.  Furloughed staff re-called to work.	Reception re-opens in Southend and Colchester, following social distancing guidelines.
99.	Alumni engagement	IT equipment provided to all staff working	Work delivered by staff working from home.	IT equipment provided to all staff working	Work delivered by staff working from home. Key	IT equipment provided to all staff working	Work delivered by staff working from home.	Maintain off site working for most staff until clarity	Limited numbers of staff on site, following social

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		from home, where required.  Gap analysis undertaken of resources needed for key service delivery.		from home, where required.  Gap analysis undertaken of resources needed for key service delivery.	staff to come on site.	from home, where required.  Review individual staff needs to return to campus alongside space issues.		re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.	distancing guidelines. Remainder of teams to continue to work from home until business as usual returns.
100.	Events	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery  Cancel, postpone all events scheduled for the period of Advanced Protection.	Short term planning etc. can be delivered by staff working from home  All events cancelled or postponed.  .	IT equipment provided to all staff working from home, where required.  Gap analysis undertaken of resources needed for key service delivery  Review events scheduled for the expected period of Enhanced Protection and then cancel,	Short term planning etc. can be delivered by staff working from home.  Key staff to come on site.  Events expected to be cancelled or postponed.	Manage events programme virtually and online.  Plan any additional events from January 2021.	Short term planning etc can be delivered by staff working from home.  Cancel, postpone all on campus events to January 21...	Maintain off site working for most staff until clarity re sustainability of return to office working.  Potentially provide some capacity for limited numbers of staff to work in office space.  Plan events programme from January 2021 in line with social distancing/	Limited numbers of staff on site, following social distancing.  Maintain virtual event programme to ensure stakeholder engagement and profile building.  guidelines. Remainder of teams to continue to work from home until business as usual returns.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
				postpone where necessary.				business needs as required.	
	IT systems and communications								
101.	Provision of key IT services	<p>Implementation of all remote services.</p> <p>Closure of all physical ITS personnel spaces.</p> <p>Colchester – Selected PC Labs open to ensure that on campus students can maintain social distancing</p> <p>Actions relating to the Forum dependent on liaison with SBC.</p>	<p>Majority of staff remote working. Key staff to come on site if necessary.</p> <p>Selected IT Labs to remain open with social distancing measures implemented.</p>	<p>Identify services that may be run remotely.</p> <p>Ensure that mitigations are in place for services that must be delivered on site.</p>	<p>Majority of staff remote working. Key staff to come on site.</p>	<p>Key staff to come on site.</p> <p>Offices and labs cleaned before return.</p> <p>Safe Systems of Work advice guides (SSOW) written and distributed</p> <p>Continual pan-university review of computer lab configurations to meet or exceed the prevailing health advice at that time.</p> <p>Quantity of open central IT labs to</p>	<p>Majority of staff remote working. Key staff to come on site.</p>		<p>Staff on site, following social distancing guidelines.</p> <p>Some teams to continue to work from home until business as usual returns.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>be determined collaboratively in order to maintain social distancing in line with volume of use (correlated to people on campus and methods of delivery) and service availability/quality requirements.</p> <p>Management of contractors to be conducted by key ITS staff on site via SSOW. Contractors to work to Covid-19 specific Risk Assessment Methods Statements (RAMS) and to be monitored by ITS key staff. H&amp;S (ITS or other) to</p>			

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>support technical teams in reviewing Covid-19 specific RAMS.</p> <p>ISP engineers visiting campus to be escorted by either ITS key staff or patrol staff in line with the impact and urgency relating to the visit. SSOW to be followed when escorting ISP engineers.</p> <p>Key ITS-Infrastructure staff to work on a rota to provide continual on-site presence in support of critical services and projects. Staffing levels will be set to</p>			

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						maintain social distancing in office space, using prevailing safe methods of work, whilst avoiding lone working.			
102.	Dual mode teaching AV installations	Review government advice and engage with supplier to understand these terms and impact on delivery.	Ensure that contractor has SSOW in place and understands the process of getting access to the University.	Review government advice and engage with supplier to understand these terms and impact on delivery.	Enhanced staff awareness and vigilance with hygiene and take note of risk groups: Consider restricting 'at risk' individuals to areas of less risk (restricted access to contractors only). Contact contract company for guidance on how they want to continue and their ability to deliver against programme.	No additional actions required.	No additional actions required.	Review timetable and see if scope or time scales can be adjusted.	Monitor against reviewed targets.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
103.	IT Helpdesk		Reduced service offered remotely.		Reduced service provided remotely.		Online support is providing the service and moving to campus.	Introduction of social distancing signage.	IT Helpdesk available.
104.	Provision of telephony services	All IT all workplaces to be "high cleaned". Purchase of sanitising cloths to enable staff to clean work surfaces at the start and end of the day. The purchase of facemasks/gloves (to be worn at all times when entering and exiting electrical risers and other areas of telephony services).	Majority of staff remote working. Key staff to come on site if necessary.	All tasks should be subjected to RAMS.  All contractors managed by telephony services must include COVID-19 controls within their RAMS before any work commences or issue of PTW. All RAMS to be forwarded to H&S coordinator for comment. The H&S coordinator will provide assistance in the control of contractors whilst on site.	Majority of staff remote working. Key staff to come on site.	Communication with Estates and Contractors to maintain access to risers etc to complete essential work.  Sanitising cloths to be provided for either A) all telephone handsets OR B) all telephony handsets on 'hot-desks' (desks/phones used by multiple different people) - depending on availability of sanitising cloths etc.  Where possible – people should	Majority of staff remote working. Key staff to come on site.	Sanitising cloths to be provided for either A) all telephone handsets OR B) all telephony handsets on 'hot-desks' (desks/phones used by multiple different people) - depending on availability of sanitising cloths etc.  Where possible – people should use Zoom with their 'bring your own' USB headset/microphone rather than sharing phone receiver.	Face-to-face support provided, following social distancing guidelines.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						use Zoom with their 'bring your own' USB headset/microp hone rather than sharing phone receiver.			
105.	Management of online learning solutions		Majority of staff remote working. Key staff to come on site if necessary.	It is likely that certain staff in particular roles may require the provision of two computer monitors, keyboard and mouse for home working or in some circumstances a PC set up on campus and at home	Majority of staff remote working. Key staff to come on site.	Return to campus risk assessment compliance	Majority of staff remote working. Key staff to come on site.		Face-to-face support provided, following social distancing guidelines, along with online helpdesk services.
106.	Provision of remote support to home workers		Majority of staff remote working. Key staff to come on site if necessary.		Majority of staff remote working. Key staff to come on site.	Return to campus risk assessment compliance	Majority of staff remote working. Key staff to come on site.	Return to campus risk assessment compliance	Support provided on site as appropriate, following social distancing guidelines, along with online helpdesk services.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
	Security and patrol officers								
107.	Security and patrol officers staffing	<p>In Southend fully utilise agency security to infill any staff shortages with particular attention to night fire watch at Uni Sq. accommodation</p> <p>Annual leave may be cancelled</p>	<p>Continue as normal and monitor self-isolation requests. In fill with agency staff should minimal levels not be met by in house staff</p> <p>.</p>	<p>In Southend fully utilise agency security to infill any staff shortages with particular attention to night fire watch at Uni Sq. accommodation</p> <p>Annual leave may be cancelled.</p>	<p>Continue as normal and monitor self-isolation requests. In fill with agency staff should minimal levels not be met by in house staff</p>	<p>Continue as normal and monitor self-isolation requests. In fill with agency staff should minimal levels not be met by in house staff.</p> <p>In Southend fully utilise agency security to infill any staff shortages with particular attention paid to night fire watch at Uni Sq. accommodation.</p> <p>Annual leave may be cancelled.</p>	<p>Continue as normal with staffing of agency to minimal levels and service arrangements.</p>	<p>Recruitment would be required to get back to normal staffing levels at Colchester and Southend.</p> <p>Ensure staffing cover is in place for shortages during return to normal whilst recruitment is ongoing.</p> <p>Return to normal rostering and leave policy.</p>	<p>Normal service resumes, with usual rostering and leave policy implemented.</p> <p>Social distancing guidelines would be followed.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
108.	Security and patrol officers service delivery	Messaging/Comms to all non-critical departmental staff and contractors to stay away from campus, and a list of staff deemed critical to be circulated.	<p>Emergency response only to self-isolation buildings.</p> <p>Rigorous implementation of social distancing protocol to be maintained and foot patrols to be aware and ensuring compliance.</p> <p>Lockdown of buildings not in use. This is essential to the safety of the campus given the limited security resource available.</p> <p>Consideration for increased welfare support required.</p>		<p>Emergency response only to self-isolation buildings.</p> <p>Lockdown of buildings not in use.</p> <p>Consideration for increased welfare support required.</p>	<p>Review of buildings to be re-opened.</p> <p>Notice required of staff or students returning to work on campus as normal or remaining to work at home</p> <p>Removal of carpark closures.</p>	<p>Emergency response only to self-isolation buildings.</p> <p>Lockdown of buildings not in use.</p> <p>Decrease the response around social distancing challenges.</p> <p>Consideration for increased welfare support required.</p>	<p>Open all buildings as normal.</p> <p>Respond to all incident and assistance calls as normal.</p> <p>Increase PPE reserves of hand gel, gloves if needed for officers at all three campuses</p>	<p>Normal service resumes, with all buildings open.</p> <p>Social distancing guidelines would be followed.</p>



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
	Soft FM Services								
109.	Soft FM: staffing	<p>Management team communicate regular updates to front line operational staff.</p> <p>Identification of limited buildings requiring cleaning.</p>	<p>All non-front-line staff work from home where possible.</p> <p>Team Clean/Specialist Team Clean Managers to review staff numbers daily and all non-essential tasks cancelled, essential tasks reduced where possible.</p> <p>All staff cc those persons who would cover in their absence in any important emails and update them regarding any</p>	<p>Management team communicate regular updates to front line operational staff.</p> <p>Identification of limited buildings requiring cleaning.</p>	<p>All non-front line staff work from home where possible.</p> <p>Team Clean/Specialist Team Clean Managers to review staff numbers daily and consider which services can be reduced/cancelled if necessary, in consultation with their Line Manager as appropriate.</p> <p>All staff cc those persons who would cover in their absence in any important emails and update them</p>	<p>If buildings are to reopen</p> <p>If buildings currently closed are to be reopened, the following activities will need to take place. Otherwise, continue as per current arrangements, undertaking essential tasks only.</p> <p>Liaise with H&amp;S and review risk assessment undertaken for area/s to be re-opened and ensure compliance with any information</p>	<p>All office-based staff work on a rota system to enable sufficient management of staff on site.</p> <p>Managers to review staff numbers daily and consider which services can be reduced if staffing numbers lower than required.</p> <p>All staff cc those persons who would cover in their absence in any important emails and update them regarding any other important information.</p>	<p>Liaise with H&amp;S and review risk assessment undertaken for area/s to be re-opened and ensure compliance with any information relevant for cleaning/portering activities.</p> <p>Liaise with Estates Maintenance to ensure building is safe for relevant activities.</p> <p>All furloughed staff to be contacted to return to campus, dates agreed taking into account</p>	<p>Enhanced service provided, with areas of high footfall cleaned more frequently, and following social distancing and PPE guidelines.</p> <p>Hand sanitisers, soap dispensers, toilet roll and paper towels all checked as appropriate.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>other important information.</p> <p>Where either the Line Manager or staff members are working remotely, Line Manager ensures regular contact is maintained, including by phone. In the absence of any Line Manager, Covering Manager to ensure contact is maintained for absentee's direct reports.</p>		<p>regarding any other important information.</p> <p>Where either the Line Manager or staff members are working remotely, Line Manager ensures regular contact is maintained, including by phone. In the absence of any Line Manager, Covering Manager to ensure contact is maintained for absentee's direct reports.</p> <p>Management team communicate regular updates to front line</p>	<p>relevant for cleaning/portering activities.</p> <p>Liaise with Estates Maintenance to ensure building is safe for relevant activities.</p> <p>Identify type and number of staff to un-furlough and liaise with People &amp; Culture to progress, taking into account accrued annual leave.</p> <p>Ensure sufficient stock of PPE and order additional items as required. If it is not possible to obtain PPE, review work tasks, seek</p>	<p>Management team communicate regular updates to operational staff.</p>	<p>accrued annual leave. Liaise with People &amp; Culture to progress.</p> <p>Ensure sufficient stock of PPE. If it is not possible to obtain PPE, review work tasks, seek advice from H&amp;S and only undertake work where it is safe for staff to do so.</p> <p>Restock hand sanitisers, soap dispensers, toilet rolls, paper towels as appropriate for the building. If it is not possible to obtain sufficient stock, liaise with ECS management team in order that any</p>	

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					operational staff.	advice from H&S and only undertake work where it is safe for staff to do so.  Restock hand sanitisers, soap dispensers, toilet rolls, paper towels as appropriate for the building. If it is not possible to obtain sufficient stock, liaise with ECS management team in order that any mitigation measures can be identified and implemented.		mitigation measures can be identified and implemented.	
110.	Soft FM: services and supply chain	Regular review of items required/ordered	Only essential items ordered and relevant Manager ordering any product or service ensures	Regular review of items required/ordered	Relevant Manager ordering any product or service ensures our staff are available to	If buildings are to reopen  If buildings currently closed are to be reopened, the	Relevant Manager ordering any product or service ensures our staff are available to	Review stock and purchase essential items such as hand sanitiser refills, soap refills, toilet rolls,	Hand sanitisers, soap dispensers, toilet roll and paper towels all checked as appropriate.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>our staff are available to receive them on site.</p> <p>Prompt checking of what has been supplied vs order to identify any key items not delivered.</p>		<p>receive them on site.</p> <p>Prompt checking of what has been supplied vs order to identify any key items not delivered.</p>	<p>following activities will need to take place. Otherwise, continue as per current arrangements, undertaking essential tasks only.</p> <p>Review stock and purchase essential items such as hand sanitiser refills, soap refills, toilet rolls, cleaning materials etc. If it is not possible to obtain sufficient stock, liaise with ECS management team in order that any mitigation measures can be</p>	<p>receive them on site.</p> <p>Prompt checking of what has been supplied vs order to identify any key items not delivered.</p>	<p>cleaning materials etc. If it is not possible to obtain sufficient stock, liaise with ECS management team in order that any mitigation measures can be identified and implemented.</p>	

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						identified and implemented.			
111.	Soft FM: supporting wellbeing & reduced anxiety	<p>Management team communicate regular updates to front line operational staff.</p> <p>Furlough staff where required. Maintain contact with furloughed staff.</p>	<p>Where either the Line Manager or staff member are working remotely, Line Manager ensures regular contact is maintained, including by phone. In the absence of any Line Manager, Covering Manager to ensure contact is maintained for absentee's direct reports.</p>	<p>Management team communicate regular updates to front line operational staff.</p> <p>Furlough staff where required. Maintain contact with furloughed staff.</p>	<p>Where either the Line Manager or staff member are working remotely, Line Manager ensures regular contact is maintained, including by phone. In the absence of any Line Manager, Covering Manager to ensure contact is maintained for absentee's direct reports.</p>	<p>If buildings are to reopen</p> <p>If buildings currently closed are to be reopened, the following activities will need to take place. Otherwise, continue as per current arrangements, undertaking essential tasks only.</p> <p>Management team liaise with People &amp; Culture to communicate with staff returning after being furloughed.</p>	<p>All office-based staff work on a rota system to enable sufficient management of staff on site.</p> <p>All staff cc those persons who would cover in their absence in any important emails and update them regarding any other important information.</p> <p>Management team communicate regular updates to operational staff.</p>	<p>Management team liaise with People &amp; Culture to communicate with staff returning after being furloughed.</p>	Staff support provided regularly.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
112.	Soft FM: self-isolation	Specialist cleaning contractor engaged to clean as necessary in high risk scenarios (if available)	<p>Minimum to no cleaning provided if all areas closed.</p> <p>Reduced refuse collections provided to occupied (non-isolating) accommodation.</p> <p>Specialist cleaning where necessary.</p>	Specialist cleaning and bio waste contractor appointed for self-isolating accommodation (if available).	<p>Minimum to no cleaning provided where areas are closed.</p> <p>Reduced refuse collections provided to occupied (non-isolating) accommodation.</p> <p>Specialist cleaning where necessary.</p>	<p>If buildings are to reopen</p> <p>If buildings currently closed are to be reopened, the following activities will need to take place. Otherwise, continue as per current arrangements, undertaking essential tasks only.</p> <p>Continue with existing measures for residences (non-isolating and isolating)</p> <p>Commence preparation of all empty residences and</p>	<p>If buildings are to reopen</p> <p>If buildings currently closed are to be reopened, the following activities will need to take place. Otherwise, continue as per current arrangements, undertaking essential tasks only.</p> <p>Review risk assessment for cleaning of communal areas of residences.</p> <p>Implement enhanced cleaning of handrails and door handles to all re-opened</p>	<p>Prepare all empty residences and rooms for reoccupation.</p> <p>Implement cleaning of communal areas of residence as per reviewed risk assessment.</p> <p>Implement enhanced cleaning of handrails and door handles to all re-opened academic and administrative buildings, including library and sports centre.</p> <p>Ensure sufficient stock of PPE. If it is not possible to obtain PPE, review work</p>	<p>Cleaning of communal areas implemented as required.</p> <p>Enhanced cleaning of handrails and door handles of all academic and administrative buildings, including the Library and Sports Centre.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						rooms for reoccupation.  Ensure sufficient stock of PPE. If it is not possible to obtain PPE, review work tasks, seek advice from H&S and only undertake work where it is safe for staff to do so.	academic and administrative buildings, including library and sports centre.  Where large numbers of operational staff are not able to return to campus due to illness or shielding, reduced cleaning regime will be implemented in low use areas.	tasks, seek advice from H&S and only undertake work where it is safe for staff to do so.	
113.	Soft FM: reducing risks of contracting Covid-19	Specialist cleaning contractor engaged to clean as necessary in high risk scenarios (if available)	Minimum to no cleaning provided where areas are closed.  Specialist cleaning where necessary.  Reduced refuse collections provided to	Specialist cleaning and bio waster contractors in place for self-isolating accommodation (if available).	Minimum to no cleaning provided where areas are closed.  Specialist cleaning where necessary.  Reduced refuse collections provided to	If buildings are to reopen  If buildings currently closed are to be reopened, the following activities will need to take place. Otherwise,	Staff not to enter flats where a students are self-isolating or shielding.  Staff to wait 72 hours after student/s cease self-isolation	Implement cleaning of communal areas of residence as per reviewed risk assessment.  Ensure sufficient stock of PPE. If it is not possible to obtain PPE, review work	Cleaning of communal areas implemented as required.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>occupied (non-isolating) accommodation</p> <p>Current Staff Numbers:</p> <p>Accommodation Staff; 12 Housekeepers (24 hour week), 3.5 Caretakers (full time), 2 Supervisors (full time)</p> <p>Accommodation Southend; 5 Housekeepers (24 hour week), 3 Caretakers (full time), 2 Supervisors (full time)</p> <p>Domestic Services; 30 Cleaners (15 hour week), 2 Operations Assistants (full</p>		<p>occupied (non-isolating) accommodation</p>	<p>continue as per current arrangements, undertaking essential tasks only.</p> <p>Continue with existing measures for residences (non-isolating and isolating).</p> <p>Liaise with H&amp;S and review risk assessment undertaken for area/s to be re-opened and ensure compliance with any information relevant for cleaning/portering activities.</p> <p>Liaise with Estates Maintenance to ensure building</p>	<p>before flats can be entered.</p> <p>If buildings are to reopen</p> <p>If buildings currently closed are to be reopened, the following activities will need to take place.</p> <p>Otherwise, continue as per current arrangements, undertaking essential tasks only.</p> <p>Where an academic room/area has been identified as a COVID-19 risk, relevant staff are aware and do not</p>	<p>tasks, seek advice from H&amp;S and only undertake work where it is safe for staff to do so.</p>	



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			time), 4 Supervisors (full time)			is safe for relevant activities.	operate for at least 72hrs.  Specialist cleaning contractor employed if an area cannot be isolated for 72hrs, if available.  Where large numbers of operational staff are not able to return to campus due to illness or shielding, reduced cleaning regime will be implemented in low use areas.		
	Accommodation								
114.	Accommodation staffing arrangements	Managers to review available staff numbers daily and	All staff work from home where possible.	Managers to review available staff numbers daily and	All staff work from home where possible.	No actions identified.	All staff work from home where possible.	Risk assessment undertaken for all teams	Limited numbers of staff on site, following social

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		consider which services can be reduced/cancelled if necessary.	All staff CC those persons who would cover in their absence in any important emails and update them regarding any other important information.	consider which services can be reduced/cancelled if necessary.	All staff CC those persons who would cover in their absence in any important emails and update them regarding any other important information.	Managers to review available staff numbers daily and consider which services can be reduced/cancelled if necessary	All staff CC those persons who would cover in their absence in any important emails and update them regarding any other important information.	working in shared space.  Staff can continue to work effectively from home. They may return to the workplace when the Silberrad Student Centre re-opens, subject to risk assessment of working in open plan area with regards to any social distancing requirements and associated costs.  Staff members located at Reception in University Square return to workplace, subject to risk assessment of working in area	distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
								with large number of students, staff and visitors in close proximity (i.e. able to meet any social distancing requirements).	
115.	Accommodation: supporting wellbeing & reduced anxiety	Management team communicate regular updates to front line operational staff.	Where either the line manager or staff member are working remotely, line manager ensures regular contact is maintained, including by phone. In the absence of any line manager, covering manager to ensure contact is maintained for absentee's direct reports.	Management team communicate regular updates to front line operational staff.	Where either the line manager or staff member are working remotely, line manager ensures regular contact is maintained, including by phone. In the absence of any line manager, covering manager to ensure contact is maintained for absentee's direct reports.	Management team communicate regular updates to front line operational staff.	Where either the line manager or staff member are working remotely, line manager ensures regular contact is maintained, including by phone. In the absence of any line manager, covering manager to ensure contact is maintained for absentee's direct reports.	Management team liaise with People & Culture to communicate with staff returning after being furloughed.	Staff support provided regularly.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
116.	Accommodation: self-isolation and reducing risks of contracting Covid-19	Set up shared access to SWIS information.	Shared access to SWIS information regarding new self-isolation cases. Information transferred to KX for Soft FM teams  Staff working from home are kept informed of developments and requirements by line manager	Set up shared access to SWIS information.	Shared access to SWIS information regarding new self-isolation cases. Information transferred to KX for Soft FM teams  Staff working from home are kept informed of developments and requirements by line manager	No actions identified.	Shared access to SWIS information regarding new self-isolation cases. Information transferred to KX for Soft FM teams  Staff working from home are kept informed of developments and requirements by line manager	Risk assessment undertaken for all teams working in shared space.  Staff can continue to work effectively from home. They may return to the workplace when the Silberrad Student Centre re-opens, subject to risk assessment of working in open plan area with regards to any social distancing requirements and associated costs.  Staff members located at Reception in University Square return to workplace,	Limited numbers of staff on site, following social distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
								subject to risk assessment of working in area with large number of students, staff and visitors in close proximity (i.e. able to meet any social distancing requirements).	
117.	Student Accommodation (external provision)	Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part	Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part	Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part	Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part	No actions identified.	Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part	Along with Student Lets, update PBSA providers and provide information to Derwent FM and Maltings for comparable actions on their part	Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part
	Post Room and Central Stores								

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
118.	Post Room and Central Stores: staffing	Review staff numbers and service level expected.	A minimum of two members of staff in the Post Room need to be available in order to process incoming and outgoing mail. A minimum of two members of staff in Central Stores need to be available to place orders for urgent parts not held in store, to fulfil requests for stock items and to manage the luggage storage for students.	Review staff numbers and service level expected.	Enhanced cross-working between teams to provide service. Service may take longer to deliver.	<p>If buildings are to reopen</p> <p>If buildings currently closed are to be reopened, the following activities will need to take place. Otherwise, continue as per current arrangements, undertaking essential tasks only.</p> <p>Liaise with H&amp;S and review risk assessment undertaken for area/s to be reopened and ensure compliance with any information relevant for porter activities.</p>	Enhanced cross-working between teams to provide service. Service may take longer to deliver.	<p>Liaise with H&amp;S and review risk assessment undertaken for area/s to be reopened and ensure compliance with any information relevant for porter activities.</p> <p>All staff to be contacted to return to campus, dates agreed taking into account accrued annual leave. Liaise with People &amp; Culture to progress.</p> <p>Ensure sufficient stock of PPE. If it is not possible to obtain PPE, review work tasks, seek advice from H&amp;S and only</p>	Staff working back on site to usual hours, following social distancing and PPE guidelines.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>Identify number of staff to un-furlough and liaise with People &amp; Culture to progress, taking into account accrued annual leave.</p> <p>Ensure sufficient stock of PPE. If it is not possible to obtain PPE, review work tasks, seek advice from H&amp;S and only undertake work where it is safe for staff to do so.</p>		undertake work where it is safe for staff to do so.	
119.	Post Room and Central Stores: services and supply chain	Determine service level, dependent on resource available.	Courier service reduced to one delivery a week where needed. Students to collect mail and parcels from Post Room. Post runs will take place once a day	Determine service level, dependent on resource available.	<p>Courier service reduced to one delivery a week if needed.</p> <p>NB Departments to take responsibility for opening post, scanning/emailin</p>	<p>Identification of areas of campuses which are open and may take delivery of post.</p>	<p>Courier service maintained at one delivery a week if needed.</p> <p>NB Departments to take responsibility for opening post, scanning/emailin</p>	<p>Review stock and purchase essential items.</p> <p>Return to standard opening hours.</p>	Standard opening hours and service delivered.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			to staffed areas. Where Departments and Services are working from home, Post Room will redirect mail where requested. Otherwise, deliveries will be held in Post Room for collection by appropriate Departmental / Section staff, who should update Post Room accordingly.		g to staff working from home where appropriate and posting private or confidential items to individuals at their home addresses.		g to staff working from home where appropriate and posting private or confidential items to individuals at their home addresses.		
	Wivenhoe House Hotel								
120.	Wivenhoe House Hotel (WHH)	Review government and industry advice.	Hotel closed. Consideration for alternative use to support Covid-19	Review government and industry advice.	Hotel continues to operate with reducing demand.	NB re-opening dependent on government regulations, likely to be 'room only', with	Hotel continues to function with some reduced services with some team members asked	Moving back to 'business as usual' is likely to happen seamlessly, as the hotel team	Hotel continues to function with a few reduced services and some team members asked



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>activities (e.g. NHS)</p> <p>Admin activities taking place remotely.</p>		<p>EHS students withdrawn from shifts.</p> <p>Consideration given to maintaining skeleton staff, to service the existing levels of business.</p> <p>Admin activities start to take place remotely.</p> <p>No cash taken at tills.</p>	<p>room service limited food offering at breakfast and dinner.</p> <p>Introduction of social distancing measures, including signage &amp; barriers.</p> <p>Purchase and distribution of masks, and other appropriate PPE.</p> <p>Purchase and installation of Perspex screens, at reception to be considered.</p> <p>Contactless payments only.</p> <p>Risk Assessments undertaken for re-starting remaining close participation</p>	<p>to work remotely.</p> <p>Large events are still cancelled / postponed.</p> <p>Government guidelines for social distancing/PPE followed, including measures for EHS students.</p>	<p>will already be on site and engaged with the business.</p> <p>Many of the enhanced measures are likely to remain in place for many months, so it will not look so different from 'Sustained'.</p> <p>The actions needed to be ready revolve around ensuring the hotel and team are prepared for the busy Christmas period.</p>	<p>to work remotely.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						hotel management practice for students, with required safety measures implemented for EHS students when on duty.			
121.	WHH Accommodation	Review government and industry advice.	As above.	Review government and industry advice.	Reduced service, demand expected to be low.  Bedrooms to be serviced on departure only, limiting interaction between people.  Areas of hotel shut down to improve efficiency and save money.	As above.  Minimum contact with guests in accommodation. Bedrooms to be service the day after departure.	Reduced service, demand expected to still be low.	Full service will be resumed, with business improving.	Full service offered, with social distancing guidelines followed.
122.	WHH Restaurant & Afternoon Tea	Review government and industry advice.	As above	Review government and industry advice.	Social distancing employed in restaurant and	Restaurant and afternoon tea closed.	Expected that restrictions on restaurants will be lifted, but	Both restaurant and afternoon tea service back open as usual, and social	Restaurant and afternoon tea service open as usual, following government and

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					<p>lounges from 17 March.</p> <p>Restaurant and Aft. Tea closed from after service on 20 March</p> <p>Room Service breakfast only, until 23 March, no breakfast thereafter.</p>		<p>social distancing expected.</p> <p>No lunch service as demand expected to be low.</p> <p>Afternoon tea, reduced and served in brasserie.</p> <p>Dinner served.</p>	<p>distancing restrictions removed if deemed safe to do so, and still following any guidelines and industry advice.</p>	<p>industry guidelines.</p>
123.	WHH Weddings	Review government and industry advice.	All events currently cancelled up to end of May	Review government and industry advice.	<p>Last wedding went ahead on Saturday 21 March, 24 guests, adopting social distancing.</p> <p>All wedding cancelled/postponed up until the end of June 2020.</p>	<p>As above.</p> <p>Consideration being given to whether the hotel can accommodate the ceremony only. Awaiting guidelines from registrars.</p>	<p>Expected to be only offering ceremony for a small amount of people only.</p>	<p>With social distancing measures reduced, it will be possible to host the large wedding celebrations.</p>	<p>Large wedding celebrations hosted, if deemed safe to do so, following government and industry guidelines.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
124.	WHH Conferences	Review government and industry advice.	As above	Review government and industry advice.	All conferences have cancelled or postponed.	As above, and will follow social distancing guidelines.	Some reduced service.	As above.	Conferences hosted, if deemed safe to do so, following government and industry guidelines.
125.	WHH Small meetings	Review government and industry advice.	As above	Review government and industry advice.	All meetings have cancelled or postponed.	As above.	Some reduced service.	As above	Small meetings hosted, if deemed safe to do so, following government and industry guidelines.
126.	WHH Private dining		As above		All cancelled/postponed until the end of June 2020.	As above.	Some reduced service.	As above	Private dining re-commences, if deemed safe to do so, following government and industry guidelines.
127.	WHH Events	Review government and industry advice.	As above	Review government and industry advice.	WHH organised events over 50 guests to be cancelled / postponed.  Social distancing adopted	As above.	Expected that large gatherings will still not be permitted.	Expected that social distancing measures are lifted and large gatherings can take place.	Large gatherings hosted, if deemed safe to do so, following government and industry guidelines.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
	Grounds & sustainability								
128.	Grounds	Determine service delivery, according to annual cycle and dependent on staff resource available.	<p>5 UoE staff on campus from 'team 1' from a normal 14 doing H&amp;S, litter and priority work keeping external areas safe.</p> <p>Snow and Ice works - 5 UoE staff from a normal 14 required can be present. Bolstered with additional 5 contracted unless any direct self-isolation. Work would take longer than normal</p> <p>Monthly contracted routine H&amp;S tree</p>	<p>Determine service delivery, according to annual cycle and dependent on staff resource available.</p> <p>Consideration around Furloughed staff that are fit to work. Can they be brought back following Government guidance update 10/05/20?</p>	<p>5 UoE staff on campus from 'team 1&amp;2' (on rotations) from a normal 14 unless any direct self-isolation</p> <p>Snow and Ice works - season now passed</p> <p>General works - Just H&amp;S work taking place keeping external areas safe.</p> <p>Monthly contracted routine H&amp;S tree work wouldn't take place.</p> <p>New landscaping at South Courts would not be</p>	<p>Undertake risk assessment for increase in staff on site.</p> <p>Adjustments to mess room facilities ready for increase in staff including spacing of seating and break timings.</p> <p>Pre-plan machinery and equipment usage for increase in staff number.</p> <p>Pre-plan staggered staffing schedules for adjusted start/finish, break and</p>	<p>10 UoE staff on campus from 'team 1&amp;2' from a normal 14 unless any direct self-isolation</p> <p>Snow and Ice works - season now passed</p> <p>General works - H&amp;S, litter and priority work keeping external areas safe and presentable.</p> <p>Staff with underlying health conditions not on site (team 3).</p> <p>Staggered daily schedules implemented for start/finish,</p>	<p>Undertake risk assessment to bring any remaining staff back with underlying health conditions, including OH referral before return.</p> <p>Additional alterations likely to scheduling work and equipment use.</p>	<p>14 UoE staff on campus from 'team 1&amp;2&amp;3' from a normal 14 unless any direct self-isolation.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			work may not take place.		delivered for the start of AY20/21	lunches to reduce interactions.	break and lunches to reduce interaction.  Maximum 5 in mess room at a time.  Apply anti-bac to vehicles and toilet facilities before and after use, and no machine sharing.  Monthly contracted routine H&S tree work may take place.		
129.	Travel and Transport	Determine service delivery, according to annual cycle and dependent on staff resource available.	All 3 UoE staff working remotely from team of 3.  Possible H&S improvements to roads and cycle ways may be delayed if	Pre-plan staffing schedules for adjusted days on campus.  Plan any adjustments to car parks, pay machines, EV charging points,	1 UoE staff on campus from team of 3.  Possible H&S improvements to roads and cycle ways may be delayed if contractors	Pre-plan staffing schedules for adjusted days on campus.  Plan any adjustments to car parks, pay machines, EV charging points,	2 UoE staff on campus from team of 3.  Car Parking pay machines taken out of use and replaced with online OR pay machines	Pre-plan staffing schedules for adjusted days on campus.  Plan any further adjustment to car parks, pay machines, EV charging points,	2 UoE staff on campus from team of 3.  Some continued remote working for sustainability benefits

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			contractors cannot work or be managed/ permitted by UoE staff.	cycle shelters, bus stops, impact and alterations.  Consider possible impact on car parking numbers and usage and public transport decrease and cycling increase.	cannot work or be managed/ permitted by UoE staff.	cycle shelters, bus stops, impact and alterations.  Consider possible impact on car parking numbers and usage and public transport decrease and cycling increase.	retained and queues managed and anti-bac at each machine.  EV Charging points – Signage installed. Issue PPE or hand sanitiser.  Bus stops - Signage installed. social distance markings on ground  Cycle racks/parks - Signage installed.  Possible H&S improvements to roads and cycle ways may be delayed if contractors cannot work or be managed/	cycle shelters, bus stops, impact and alterations.  Consider possible impact on car parking numbers and usage and public transport decrease and cycling increase.	Car Parking pay machines not in use and replaced with online.  EV Charging points – Signage installed. Issue PPE or hand sanitiser.  Bus stops - Signage installed. social distance markings on ground  Cycle racks/parks - Signage installed.  Scheduled staggered start and finish times to ensure social distancing guidelines followed.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
							permitted by UoE staff.		
130.	Sustainability and Energy	Determine service delivery, according to annual cycle and dependent on staff resource available.	All 4 UoE staff working remotely from team of 4.  Communications and engagement all delivered online.	Determine service delivery, according to annual cycle and dependent on staff resource available.	All 3 UoE staff working remotely from team of 4.  Communications and engagement all delivered online.	Pre-plan staffing schedules for adjusted days on campus.  Assess what engagement activity could take place on campus, if permitted.  Moving seat location of team members unable to distance safely. Agreeing with wider team on alternate days/weeks we are in the office.	All 2 UoE staff working remotely from team of 4.  Communications and engagement delivered predominantly online, with engagement stalls on campus if permitted (in line with social distancing rules).  Mix of office and home-based working.	Pre-plan staffing schedules for adjusted days on campus.  Prepare appropriately for engagement activities, in line with social distancing rules.	All 1 UoE staff working remotely from team of 4.  Some continued remote working for sustainability benefits  Scheduled staggered start and finish times to ensure social distancing guidelines followed.  Events in accordance with guidelines, and in conjunction with core activity (for example Welcome/Registration)
	Event Essex								



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
131.	Event Essex staffing	IT equipment provided to all staff working from home, where required.	<p>All Event staff working remotely currently, unless a specific requirement is determined and approved.</p> <p>Upcoming events cancelled on both campuses (one month ahead unless otherwise determined and approved).</p> <p>No delivered catering service on either campus currently.</p> <p>Annual leave may be cancelled.</p>	IT equipment provided to all staff working from home, where required.	<p>All Event staff working remotely currently, unless a specific requirement is determined and approved.</p> <p>Upcoming events cancelled on both campuses (one month ahead unless otherwise determined and approved).</p> <p>No delivered catering service on either campus currently.</p> <p>Annual leave may be cancelled.</p>	<p>Re-opening dependent on Government guidelines for gatherings</p> <p>Possibility of some staff being un-furloughed to assist in planning for potential bookings and contacting clients</p>	<p>All Event staff working remotely currently, unless a specific requirement is determined and approved.</p> <p>Upcoming events and delivered catering events assessed/reviewed and determined if deemed safe and approved to take place</p> <p>Staff to work more efficiently and as flexible as possible to meet business demands</p>	<p>Risk assessment for larger events to take place.</p>	<p>Staff on site where required, following social distancing guidelines.</p> <p>Remainder of teams to continue to work from home until business as usual returns.</p> <p>Larger events re-commence, if deemed safe to do so, following social distancing guidelines.</p>
132.	Event Essex service delivery and continuity	IT equipment provided to all staff working	No service provision at Colchester currently, unless	IT equipment provided to all staff working	No service provision at Colchester currently, unless	Re-opening depended on Government	Service provision at both Colchester and Southend to be	As for Sustained protection.	Staff on site where required, following social

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		from home, where required.	<p>a specific requirement is determined and approved.</p> <p>In Southend service provided to student nurses to facilitate accommodation move-out / arrival, (admin key cutting etc.) This service is required approx. once a month.</p> <p>Upcoming language and summer schools cancelled (one month ahead unless otherwise determined).</p>	from home, where required.	<p>a specific requirement is determined and approved.</p> <p>In Southend service provided to student nurses to facilitate accommodation move-out / arrival, (admin key cutting etc.) This service is required approx. once a month.</p> <p>Upcoming language and summer schools cancelled (one month ahead unless otherwise determined).</p>	<p>guidelines for gatherings</p> <p>Possibility of some staff being un-furloughed to assist in planning for potential bookings and contacting clients</p> <p>Re-opening dependent on Government guidelines</p> <p>Service provision at both Colchester and Southend to be assessed to meet current government guidelines and management approval.</p> <p>Liaison with CTO in regards to</p>	<p>assessed to meet current government guidelines and management approval.</p> <p>In Southend service provided to student nurses to facilitate accommodation move-out / arrival, (admin key cutting etc.) This service is required approx. once a month.</p> <p>Upcoming language and summer schools cancelled (one month ahead unless otherwise determined).</p>		<p>distancing guidelines.</p> <p>Remainder of teams to continue to work from home until business as usual returns.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>room bookings and availability</p> <p>Liaison with Soft FM accommodation team in regards to accommodation availability</p> <p>Competitor analysis for price check and availability to establish potentially new price points</p> <p>Contact with all events/clients that had to postpone or cancel bookings due to Covid-19 to rebook</p> <p>Southend to carry on with NHS Nurses</p>			

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>booking, but review SLAs</p> <p>Review of SLAs with Soft FM in regard to cleaning services provided before and after meeting spaces being used</p> <p>Review of room layouts to include adequate social distancing.</p> <p>Introduce Queue Management systems and staggered arrivals for events</p> <p>Review Housekeeping Notes to Clients and Code of Conducts for specific events.</p>			

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
	Commercial Management: Knowledge Gateway								
133.	Management team	IT equipment provided to all staff working from home, where required.	Staff to work from home. Relevant equipment provided.	IT equipment provided to all staff working from home, where required.	Staff to work from home. Relevant equipment provided.		Staff to work from home. Relevant equipment provided.		Staff on site where required, following social distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.
134.	Tenant occupation	Communication with tenants	Tenant decision for staff to continue to work at KG offices.  NB Innovation Centre accessible for critical and essential customer use only and un-staffed by the centre team.	Communication with tenants	Tenant decision for staff to continue to work at KG offices. .	Review of tenant decisions.  Request continuity plan and measurements from Oxford Innovation with respect to unfurloughing staff and	Review of tenant decisions.  Innovation Centre open in line with Oxford Innovation plan	Review of tenant decisions.  Request continuity plan and measurements from Oxford Innovation with respect to extension of centre opening	Review of tenant decisions.  Innovation Centre open in line with Oxford Innovation plan

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			The central Oxford Innovation team will be managing any questions, information or further dissemination of government advice.			reopening centre			
135.	Hard services		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply	Water systems are being flushed but temperature check of units A, B4, C and F would be advised.  Review Heating, Ventilation and Air Conditioning (HVAC) system requirement, if tenants return to campus.	Water systems are being flushed but temperature check of units A, B4, C and F would be advised.  Review HVAC system requirement, if tenants return to campus.	Reinstate full water management  Reinstate full HVAC system programme	Full water management in place  Full HVAC system in place
136.	Soft FM Services		Soft FM Services continuity plan will apply		Soft FM Services continuity plan will apply	Possibly reinstate cleaning services	Possibly reinstate cleaning services	Reinstate full cleaning and refuse collection services	Full cleaning and refuse collection services in place, following social

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						to of units A, B4, C and F.  Review refuse requirement.	to of units A, B4, C and F.  Review refuse requirement.		distancing and PPE guidelines.
137.	Compliance services		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply
138.	Network and broadband support services		IT systems and communications continuity plan will apply		IT systems and communications continuity plan will apply	No change	No change	No change	No change
139.	Rent collection and finance support		Financial Management continuity plan will apply		Financial Management continuity plan will apply	Continue to check status of arrears	Continue to check status of arrears	Liaise with tenants with arrears to discuss payment plans	Implementation of payment plans
140.	External communication support		CER remote working. Continue as normal		CER remote working. Continue as normal	Update tenants of changes to services	Update tenants of changes to services	Update tenants of changes to services	Update tenants to changes of services
141.	Meetings and appointments		Staff to avoid face to face meetings. Use remote conference call		Staff to avoid face to face meetings. Use remote conference call	No change	No change	Risk assess meetings and appointments restarting	Meetings re-commence face-to-face if deemed safe to

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			facilities And Zoom, where possible.		facilities And Zoom, where possible.				do so and if appropriate.
142.	Studio X		Studio X to close until virus contagion subsides.		Studio X closed to all except staff in general.	Liaise with Studio X team to understand their return to campus measurements	Liaise with Studio X team to understand their return to campus measurements	Risk assess return to normal service for Studio X  Reinstate cleaning services	Studio X re-opens if deemed safe to do so, following social distancing guidelines.  Cleaning services resume.
	Commercial Management: Central Campus lessees								
143.	Management team	IT equipment provided to all staff working from home, where required.	All staff to work remotely from home. All staff has been provided the necessary equipment.  Communicate to occupants' suspension of services and	IT equipment provided to all staff working from home, where required.	Staff to work from home. Relevant equipment provided.	No change	No change	Staff return to campus	Staff working on-site, following social distancing guidelines.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			access to premises.						
144.	Tenant occupation	Communicate with tenants	Tenant decision for staff to continue to work at offices.	Communicate with tenants	Tenant decision for staff to continue to work at offices.	Review of tenant decisions.	Liaise with tenants regarding updated protocols	Update tenants on any changes to University services	Update tenants on any changes to University services
145.	Hard services		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply
146.	Soft FM Services		Soft FM Services continuity plan will apply		Soft FM Services continuity plan will apply	Soft FM Services continuity plan will apply	Soft FM Services continuity plan will apply	Soft FM Services continuity plan will apply	Soft FM Services continuity plan will apply
147.	Compliance services		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply
148.	Network and broadband support services		IT systems and communications continuity plan will apply		IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply
149.	Rent collection and finance support		Financial Management continuity plan will apply		Financial Management continuity plan will apply	Financial Management continuity plan will apply	Financial Management continuity plan will apply	Financial Management continuity plan will apply	Financial Management continuity plan will apply

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
150.	External communication support		CER remote working. Continue as normal		CER remote working. Continue as normal	CER remote working. Continue as normal	CER remote working. Continue as normal	CER continuity plan will apply	CER continuity plan will apply
151.	Meetings and appointments		Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.		Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.	Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.	Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.	Risk assess meetings and appointments restarting	Meetings re-commence face-to-face if deemed safe to do so and if appropriate.
	Commercial Management – Business Incubation Centre								
152.	Management team	IT equipment provided to all staff working from home, where required.	All staff to work remotely from home. All staff has been provided the necessary equipment.	IT equipment provided to all staff working from home, where required.	All staff to work remotely from home. All staff has been provided the necessary equipment.	Liaise with HR regarding return to campus plan	Commence unfurloughing staff process	Staff return to campus where possible	Staff on site where required, following social distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
153.	Reception team	IT equipment provided to all staff working from home, where required.  Notify tenants	All staff to work remotely from home.	IT equipment provided to all staff working from home, where required.  Notify tenants	Tenants all working from home. All staff to work remotely from home.	Review of tenant decisions.	Opening of centre and reception is subject to decision to reopen the Gateway Building	Reception service duties resume. Staff to be issued masks if necessary.	Reception re-opens in Southend and Colchester, following social distancing guidelines.
154.	Tenant occupation	Communicate with tenants	Tenant decision for staff to continue to work at BIC offices.	Communicate with tenants	Tenant decision for staff to continue to work at BIC offices.	Review of tenant decisions.	Opening of centre and reception is subject to decision to reopen the Gateway Building	Business as usual	Tenants back on site.
155.	Hard services		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply
156.	Soft FM Services		Soft FM Services continuity plan will apply		Soft FM Services continuity plan will apply.	Liaise with FM team to understand status of building – i.e. when will The Gateway Building reopen	Soft FM Services continuity plan will apply.  Tenant office cleaning to be reviewed.	Common area services resume. Tenant office requirements will be subject to demand (cost to be recharged to tenants)	Soft FM Services continuity plan will apply.  Tenant office cleaning to be resumed, subject to demand.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
157.	Compliance services		Maintenance and Capital Development continuity plan will apply		Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply	Maintenance and Capital Development continuity plan will apply
158.	Network and broadband support services		IT systems and communications continuity plan will apply		IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply	IT systems and communications continuity plan will apply
159.	Rent collection and finance support		Financial Management continuity plan will apply  All tenants pay by S/O		Financial Management continuity plan will apply  All tenants pay by S/O	Analyse invoicing and receipts to date	Liaise with tenants confirming balance on account	Reimburse tenants who paid rent between 27 March and reopening date	Reimbursements made.
160.	External communications support		CER remote working. Continue as normal		CER remote working. Continue as normal	CER remote working. Continue as normal	CER remote working. Continue as normal	CER continuity plan will apply	CER continuity plan will apply
161.	Meetings and appointments	IT equipment provided to all staff working from home, where required.	Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.	IT equipment provided to all staff working from home, where required.	Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.	Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.	Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.	Risk assess meetings and appointments restarting	Meetings re-commence face-to-face if deemed safe to do so and if appropriate.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
162.	Post management	Communicate to occupants' suspension of services and access to premises, where required	Security reception contingency re Southend will apply.		Security reception contingency re Southend will apply. Building reception suspended. Security deliver post twice per day to the BIC, where required.	Liaise with FM team to understand status of building – i.e. when will The Gateway Building reopen	Communication to tenants to advise of forthcoming changes	Business as usual	Post services resume.
163.	Visitor management	Communicate to occupants' suspension of services and access to premises.	Security reception contingency re Southend will apply  Tenants can access floor via access control system.	Advise tenants not to have visitors to the building. If visitors are essential, tenants must notify security in advance and collect their visitors from the main entrance themselves.	Minimum 1 member of team required on site, if occupants continue to use BIC – remote working for remaining staff.  Security reception contingency re Southend will apply.  Building reception suspended. Tenants can continue to	Liaise with FM team to understand status of building – i.e. when will The Gateway Building reopen	Communication to tenants to advise of forthcoming changes	Business as usual	Visitors managed as expected, with social distancing guidelines followed.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					access the property by way of access control during core working hours.				
	Maintenance and Capital Development								
164.	Lifts	Review government and industry advice.	Contractor is now working remotely with staff attending site as needed upon an emergency basis  Entrapments - emergency services response. Communicate lift issue campus wide due to issues with individual peeps.	Review government and industry advice and required lifts on campus.	Lifts not required to be in service to be parked and rendered safe. Advise staff to be vigilant with hygiene and take note of risk groups: Consider restricting 'at risk' individuals to areas of less risk. Contact contract company for guidance on how they want to continue	Subject to availability of contractor resource which may mean some services remain parked pending repair.  Subject to the above no additional actions required.	Majority of lifts resume service, subject to social distancing guidelines and for noted groups.	As for Sustained Protection	As for Sustained Protection

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
165.	Air Conditioning/ Ventilation	Review government and industry advice.	<p>Contractor is now working remotely with staff attending site as needed upon an emergency basis. Reduction in servicing due to staff shortages with emphasis upon maintenance of critical systems.</p> <p>Remove from service non-essential provisions and render safe and secure.</p> <p>Ensure vital services are checked and maintained frequently. Align with ITS re business recovery plan. Remove from</p>	Review government and industry advice.	<p>Assuming Contract company allow staff to remain (and they wish to remain)</p> <p>Remove from service non-essential provisions in non-operational/open areas and render safe.</p> <p>Ensure vital services are checked and maintained frequently. Contact to be made with IT Services to look to park as many servers as possible to allow future recovery, ITS services to announce their</p>	No additional actions required	No additional actions required	Subject to availability of contractor resource which may mean some services remain parked pending repair. Subject to the above no additional actions required.	Majority of services resume.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			service AC/Vent for outlying/closed buildings, lecture theatres, mass congregation areas, sports halls etc. As per response map in estates office. Divert all mobile assets to server rooms at slightly higher set point than normal AC		business/crisis recovery plan.				
166.	Water Hygiene	Flushing regime in place utilising staff resources. No additional actions required.	Assuming Contract company allow staff to return (and they wish to return) all closed areas to service to be rendered safe/drained as appropriate.  Staff to respond to areas of increased concern	Flushing regime in place utilising staff resources. No additional actions required.	Assuming Contract company allow staff to return (and they wish to return) all areas closed for service to be rendered safe/drained as appropriate.  Consider (subject to resource availability)	Flushing regime in place utilising staff resources. No additional actions required.	Flushing regime in place utilising staff resources. No additional actions required.	Flushing regime in place utilising staff resources. No additional actions required.	Flushing regime in place utilising staff resources. No additional actions required.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			(residential etc) taking into account appropriate guidance regarding safe working practice, appropriate hazard PPE and equipment to be used in all High Risk areas.		enhanced flushing regime due to increase in "little used areas" or consider appropriateness of draining down.  Staff to respond to areas of increased concern (residential etc).				
167.	Fire Alarms	Review government and industry advice.	Contractor is now working remotely with staff attending site as needed upon an emergency basis  A mixture of specialist teams, management and security have knowledge of resetting panels, take note of devices	Review government and industry advice.	Assuming Contract company allow staff to remain (and they wish to remain) restrict workload to breakdowns only.  Vacated buildings to be closed and rendered safe.	No additional actions required	As for Enhanced Protection	No additional actions required	Assume all buildings open and equipment working.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			which go unserviceable, devise a plan for building watch should a whole system go down. Prioritise repairs as appropriate.		Items of critical equipment that are still required to run to be identified (IT services for example) and agreement reached regarding monitoring/main tenance regimes.				
168.	Gas Boilers	Review government and industry advice.	Current heating systems remain in operation until @ 01.04.20 (end of heating season). Water heating etc adjusted to coincide with closed buildings  Restrict workload to breakdowns only and focus priority on	Review government and industry advice.	Continue as normal, advise staff to be vigilant with hygiene and take note of risk groups: Consider restricting 'at risk' individuals to areas of less risk. Contact contract company for guidance on how they want to continue.	No additional actions required	As for Enhanced Protection	Subject to availability of contractor resource which may mean some services remain parked pending repair.  Subject to the above no additional actions required.	Majority of services resume.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>residential accommodation.</p> <p>Redistribute staff resources to combine with contractors where appropriate in support to isolate gas supplies to appliances to make safe only</p> <p>If necessary/possible, use an alternate supplier. If this fails: Combination of all in house teams and management support who are available to isolate gas supplies to appliances to make safe only</p>		<p>For areas rendered closed, adjust/turn off heating systems as appropriate.</p> <p>Consider need for enhanced PPMs etc. (resource dependent) to maintain operational status of essential equipment</p>				

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
169.	Intruder alarms	Review government and industry advice.	In conjunction with Security Team secure and set intruder alarms as appropriate on all vacant buildings/building areas and set up monitoring regime as appropriate	Review government and industry advice.	Vacated, non-operational buildings to be secured and alarms set for remote monitoring with Security team. Consider restricting 'at risk' individuals to areas of less risk. Contact contract company for guidance on how they want to continue	No additional actions required.	As for Enhanced Protection	No additional actions required	Assume all buildings being used.
170.	Fire Extinguishers	Review government and industry advice.	Extinguishers in place are serviceable, therefore could still be used. Exhaust stores units for empties to be managed though security to limit misuse, then consider moving units from vacated	Review government and industry advice.	Assuming Contract company allow staff to return (and they wish to return) Staff to respond to areas of Highest priority only.	No additional actions required	As for Enhanced Protection	No additional actions required	Assume all buildings being used.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>areas. In agreement with Fire Officer strip extinguishers from non-critical areas to be managed again by Security.</p> <p>Primary focus of service support on remaining occupied areas of residential and operational estate.</p>						
171.	Smaller contracts	Review government and industry advice and triangulate with projects agreed to be taken forward.	Continued operation of remaining occupied Accommodation. Closed Buildings to be locked down and "Contractual Response" adjusted where possible.	Review government and industry advice and triangulate with projects agreed to be taken forward.	Assuming Contract company allow staff to return (and they wish to return) decide individually if 1: the job is necessary 2: the job will put the contractor at risk.	No additional actions required	As for Enhanced Protection	No additional actions required	As for Enhanced Protection
172.	HV Supplies	Review government and industry advice.	Combination of all in house teams deploying	Review government and industry advice	Assuming Contract company allow	No additional actions required	As for Enhanced Protection	No additional actions required	As for Enhanced Protection

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			generation if and where possible until HV can be restored and organising for diesel deliveries to campus to keep the Generation units operational. Potential redeployment of staff and students to key buildings to minimise generation (TRTC, & Bio Science is fed off main standby and emergency generator)	and required areas on campus.	staff to remain (and they wish to remain) restrict workload to breakdowns only. Decide individually if 1: the job is necessary 2: the job will put the contractor at risk				
173.	Auto Doors	Review government and industry advice.	Empty buildings to be locked off as secure. Management and security have knowledge of resetting door controls, take note of devices	Review government and industry advice and required areas on campus.	Assuming Contract company allow staff to return (and they wish to return) decide individually if 1: the job is necessary 2: the	No additional actions required	As for Enhanced Protection	No additional actions required	Assume all buildings in use.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			which go unserviceable, devise a plan for security watch should a set of doors go down. Prioritise repairs as appropriate.		job will put the contractor at risk.  Buildings to be suitably secured and auto doors adjusted turned off accordingly.				
174.	Generators (fuel supply)	Review government and industry advice.	In house team to work with grounds maintenance to utilise the red diesel bowser.  Generator deployment to be in response to Business Continuity plans.  Emergency securing on non-essential services reducing power demands and fire/safety risks especially with reduced	Review government and industry advice.	Assuming Contract company allow staff to return(and they wish to return) decide individually if 1: the job is necessary 2: the job will put the contractor at risk.	No additional actions required	As for Enhanced Protection	No additional actions required	Assume all buildings in use.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			contractor and staff resource.						
175.	Drainage	Review government and industry advice.	Remaining contractor resource to be focussed upon residential areas which may present increased demand especially if students are “confined to houses”.	Review government and industry advice.	Assuming Contract company allow staff to return (and they wish to return) decide individually if 1: the job is necessary 2: the job will put the contractor at risk.  Site inspections to be arranged to ensure traps/wastes do not dry out etc.	No additional actions required	As for Enhanced Protection	No additional actions required	Assume all buildings in use.
176.	Major Capital projects:- Eddington Tower refurbishment North Causeway teaching centre (NTC2)	Review government and industry advice and triangulate with agreed projects to be taken forward.	Eddington Tower refurbishment – Contractor closed site on 24.03.20 and will review operations in 3+ weeks. Site secure.	Review government and industry advice and triangulate with agreed projects to be taken forward.	Projects on site will continue but may be subject to disruption.  Enhanced staff awareness and vigilance with hygiene and take note of risk groups: Consider	No additional actions required	As for Enhanced Protection	No additional actions required.  Dependent upon contractor resource being available and assessment of RAMS re social distancing/safe working	Major capital projects resume, subject to agreement about the CIP.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>NTC2 – Site remains operational however contractor is facing a reduced workforce.</p> <p>Contractors limit access to main campus.</p> <p>Monitor UoE and keep contractors regularly updated in order to facilitate appropriate redeployment of contractor resource as soon as considered appropriate.</p> <p>Closely monitor financial and operational costs of closure and advise senior management/Fi</p>		<p>restricting 'at risk' individuals to areas of less risk (site compound only). Contact contract company for guidance on how they want to continue and their ability to deliver against programme.</p>			<p>practices. Timescale and potentially contractual price could be affected.</p>	

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			nance as appropriate.						
177.	Minor capital/revenue project work	Review government and industry advice and triangulate with agreed projects to be taken forward.	<p>Majority of projects ceased.</p> <p>Other works:-</p> <ol style="list-style-type: none"> <li>1. Fire Compartmentation University square – Contractor has withdrawn from site and will review in 3-4 weeks.</li> <li>2. Fire Doors – Contractor has scaled down operation to 2 operatives.</li> <li>3. Concrete surveys – Deferred for 3-4 weeks.</li> </ol>	Review government and industry advice and triangulate with agreed projects to be taken forward.	<p>Dynamic RA review of on-site projects and contractors resource/availability..</p> <p>Identify any projects where delivery may be hampered by lack of staff or contractor resource and consider operational and financial impact of potential project halt.</p>	No additional actions required	As for Enhanced Protection	<p>No additional actions required.</p> <p>Dependent upon contractor resource being available and assessment of RAMS re social distancing/safe working practices. Timescale and potentially contractual price could be affected.</p>	As for Enhanced Protection

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>Double Growth Round/Minor works – Programme deferred subject to review in 3-4 weeks.</p> <p>Site areas rendered safe and secure.</p> <p>Monitor UoE and keep contractors regularly updated in order to facilitate appropriate redeployment of contractor resource as soon as considered appropriate.</p>						
	Day Nursery								
178.	Nursery: customer implications	Engage with key workers to identify demand	Nursery expected to remain open for key workers' children, should government	Review government requirements and advice. Engage with key workers and	Nursery open as relevant under government advice.	Nursery expected to remain open under	Dependent on government advice, Nursery open as for	Review capacity, balanced with government advice and requirements.	Nursery open, subject to government advice, and following social

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			<p>advice in this area persist and should demand be appropriate. If demand is so minimal that alternative arrangements, with agreement from the relevant parents, can reasonably be made for the care of children, the nursery would close, albeit potentially temporarily. Government requirements for opening to a wider group of children will be followed.</p> <p>Operating hours will be reduced to build resilience and only meet essential</p>	other affected parents as appropriate.		government advice	<p>Enhanced Protection.</p> <p>Nursery may be required to open in phases/certain sessions/rooms to better ensure social distancing</p>	Nursery prepares to open for all children/extend hours where possible (see below)	distancing guidelines.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			demand. Essential staff required onsite per day to assist with operations.						
179.	Nursery: Infection Control	Guidance from PHE	Guidance from PHE  Reduce operating hours to reduce number of communal meal times	Guidance from PHE	Guidance from PHE	Guidance from PHE  Liaise with H&S and review PHE guidance for setting to be re-opened. Ensure compliance with relevant information.  Liaise with Estates Maintenance to ensure building is safe for (e.g. legionella, fire alarms etc).	Guidance from PHE  If nursery opens to key worker children or in phases, operating hours will be reduced to minimise number of communal meal times.	Identify any measures recommended by PHE	Implement any measures recommended by PHE

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
180.	Nursery: Communication	Implement communication tree.  Communicate with parents.	Communicate to staff via communication tree.  Communicate to parents and nursery users via email and text message.  Ring Ofsted to inform of partial closure.  Put up signage around front entrance with information regarding closure and contact details (email and phone).  Update website and social media with closure information	Communicate with parents.	Parents communicated via email and text	Parents communicated via email and text.  Ring Ofsted to inform of re-opening, if this is to happen.  Remove signage at front entrance specific to nursery closure.	Parents communicated via email and text.	Parents communicated via email and text.  Ring Ofsted to inform of re-opening.  Remove signage at front entrance specific to nursery closure.  Update website and social media with re-opening information.	Communication continues as usual.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
181.	Nursery: Technical Resilience and Capability	Organise online training	Staff undertake online training, update tapestry	Organise online training	Staff not available to work can undertake online training, update tapestry and conduct telephone supervision if well enough.	Identify type and number of staff to un-furlough and liaise with People & Culture to progress, taking into account accrued annual leave.  Ensure sufficient stock of PPE.  Restock hand sanitisers, soap dispensers, toilet rolls, paper towels as appropriate for the building.  Utilise meeting room for additional space for staff to maintain social distancing whilst on breaks  Update staff with most recent	Management team communicate regular updates to practitioner staff.	All staff to be contacted to return to campus, dates agreed taking into account accrued annual leave.  Staff to return to campus one week prior to opening to prepare rooms and update tapestry.  Ensure sufficient stock of PPE.  Restock hand sanitisers, soap dispensers, toilet rolls, paper towels as appropriate for the building.  Utilise meeting room for additional space	Staff back on site, where possible under government guidelines for protecting individuals with underlying health conditions.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						Government guidance on implementing social distancing in childcare settings if required: <a href="https://www.gov.uk/">https://www.gov.uk/</a>		for staff to maintain social distancing whilst on breaks  Update staff with most recent Government guidance on implementing social distancing in childcare settings if required: <a href="https://www.gov.uk/">https://www.gov.uk/</a>	
182.	Nursery: Supply and Services	Inform Professional Nursery Kitchen to cancel food delivery	No service	Inform Professional Nursery Kitchen of reduction in service and make food amends as necessary	Reduced service	Inform Professional Nursery Kitchen to ensure deliveries can recommence if nursery open to key worker children.	Keep PNK updated accordingly	Inform Professional Nursery Kitchen to ensure deliveries can recommence as per normal service.	Deliveries re-commence if safe to do so.
183.	Nursery: Key events and training	Cancel all events	Full cancellation of events and training within the next 6 weeks. Continue to review.	Review events and cancel where necessary	Review the necessity of cancellation of key extra events such as holiday	No actions identified	Review the necessity of cancellation of key extra events such as holiday	Commence planning for events if decision is that they can go ahead.	Nursery events re-commence, following social distancing guidelines.



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
					club and the summer fair.		club and the summer fair.		
	ECS Customer Services Section								
184.	Management of contractor access and key distribution.	Review staffing requirements	Minimum 1 x Contractor Management operatives (from a multi-skilled pool of 10) required on site. Enhanced Social distancing measures implemented – Closed door working with no face to face contact and communication via telephone and utilisation of the key drop box to transfer contractor keys. Enhanced cleaning protocol for	Review staffing requirements	Those who are able to come onto campus do so. Minimum 2 x Contractor Management operatives (from a multi-skilled pool of 10) required on site.	No additional actions required.	Those who are able to come onto campus do so. Minimum 2 x Contractor Management operatives (from a multi-skilled pool of 9) required on site. Maintain closed door approach implemented in Advanced protection stage.	Re-engage appropriate furloughed staff in relation to the operational requirement. Assess current operational structure to ensure staff/roles are appropriate to the ongoing business requirement.	Staff back on site as appropriate.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
			transferred items.						
185.	Maintaining helpdesk Work Order management and customer liaison	IT equipment provided to all staff working from home, where required.	Remote working possible (9 trained staff, 8 with VPN and necessary facilities to work from home)	IT equipment provided to all staff working from home, where required.	Remote working possible (9 trained staff, 8 with VPN and necessary facilities to work from home)	No additional actions required.	Remote working possible (8 trained staff, 8 with VPN and necessary facilities to work from home)	Re-engage appropriate furloughed staff in relation to the operational requirement. Assess current operational structure to ensure staff/roles are appropriate to the ongoing business requirement.	Staff back on site as appropriate.
186.	Maintaining Operational Customer Communication activity.	IT equipment provided to all staff working from home, where required.	Only undertake remote work activity.	IT equipment provided to all staff working from home, where required.	Those who are able to come onto campus do so. Remote working possible for this activity.	No additional actions required.	Those who are able to come onto campus do so. Remote working possible for this activity.	Re-engage appropriate furloughed staff in relation to the operational requirement.	Staff back on site as appropriate.
187.	Maintaining support for essential IT systems.	IT equipment provided to all staff working from home, where required.	Only undertake remote work activity.	IT equipment provided to all staff working from home, where required.	Those who are able to come onto campus do so. Remote working possible for this activity.	No additional actions required.	Those who are able to come onto campus do so. Remote working possible for this activity.	No additional actions required.	Staff back on site as appropriate.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
188.	Maintaining Support and logistical planning for Core Activities.	IT equipment provided to all staff working from home, where required.	Only undertake remote work activity. Project work offered as alternative if this activity is not required.	IT equipment provided to all staff working from home, where required.	Those who are able to come onto campus do so. Remote working possible for this activity. Project work offered as alternative if this activity is not required.	No additional actions required.	Those who are able to come onto campus do so. Remote working possible for this activity.	Re-engage appropriate furloughed staff in relation to the operational requirement.	Staff back on site as appropriate.
189.	Maintaining ECS H&S support.	IT equipment provided to all staff working from home, where required.	Only undertake remote work activity.	IT equipment provided to all staff working from home, where required.	Those who are able to come onto campus do so. Remote working possible for this activity.	No additional actions required.	Those who are able to come onto campus do so. Remote working possible for this activity.	No Additional actions required.	Staff back on site as appropriate.
190.	UECS Compliance Monitoring.	IT equipment provided to all staff working from home, where required.	Undertake remotely.	IT equipment provided to all staff working from home, where required.	Undertake remotely	No additional actions required.	Undertake remotely	No additional actions required.	Staff back on site as appropriate.
191.	Event and works Authorisation.	IT equipment provided to all staff working from home, where required.	Undertake remotely if required.	IT equipment provided to all staff working from home, where required.	Undertake remotely if required.	No additional actions required.	Undertake remotely if required.	No additional actions required.	Staff back on site as appropriate.
192.	Arrivals planning	IT equipment provided to all staff working	Only undertake remote work activity.	IT equipment provided to all staff working	Only undertake remote work activity.	Risk assessment completed for arrivals day activity and	Those who are able to come onto campus do so. Remote	Risk assessment completed for arrivals day activity and	Staff back on site as appropriate.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		from home, where required.		from home, where required.		appropriate actions implemented.	working possible for the planning element of this activity.	appropriate actions implemented.	
193.	Project work.	IT equipment provided to all staff working from home, where required.	Completed remotely if feasible, can be deferred.	IT equipment provided to all staff working from home, where required.	Completed remotely if feasible, can be deferred.	No additional actions required.	Completed remotely if feasible, can be deferred.	No additional actions required.	Staff back on site as appropriate.
194.	Risk Register review activity.	IT equipment provided to all staff working from home, where required.	Undertake remotely	IT equipment provided to all staff working from home, where required.	Undertake remotely	No additional actions required.	Undertake remotely	No additional actions required.	Staff back on site as appropriate.
	Governance and management								
195.	Governance functions (USG, Council)	<p>IT equipment provided to all staff working from home, where required.</p> <p>Implement Zoom meeting protocol.</p> <p>Continue to implement</p>	<p>Senior management representation on site on a rota basis.</p> <p>All teams working remotely.</p> <p>Council and USG meetings</p>	<p>IT equipment provided to all staff working from home, where required.</p> <p>Protocol established and implemented for managing Zoom meetings.</p>	<p>Senior management representation on site at all times.</p> <p>Rota system for teams to come on site where necessary (no more than a third of staff).</p>	<p>Undertake risk assessment of continued management of University meetings remotely.</p> <p>Identify teams to come on site if needed.</p>	<p>Senior management representation on site at all times.</p> <p>Rota system for teams to come on site where necessary (no more than 50%).</p>	<p>Undertake risk assessment of continued management of some University meetings remotely.</p> <p>Identify process for bringing staff back on site,</p>	<p>Limited numbers of staff on site, following social distancing guidelines.</p> <p>Remainder of teams to continue to work from home until business as usual returns.</p>

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		governance decision log.	managed remotely.	Develop and implement governance decision log.	Council and USG meetings managed remotely.	Continue to implement governance decision log.	Council and USG meetings managed remotely.	potentially via a rota.  Continue to implement governance decision log.	University meetings managed through mixed methods.
196.	VCRO Office	IT equipment provided to all staff working from home, where required.	All working remotely.	IT equipment provided to all staff working from home, where required.  Identify teams to come on site if needed and develop rota.	Rota system established, with two members of staff in the office and all others working remotely.	Identify teams to come on site if needed and extend rota.	Rota system extended, with no more than three members of staff in the office and all others working remotely.	Review teams on site and rota.	Limited numbers of staff on site, following social distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.
197.	Financial management	IT equipment provided to all staff working from home, where required.	All working remotely.	IT equipment provided to all staff working from home, where required.  Identify teams to come on site if needed and develop rota.	Rota system established where teams would benefit from being on site, following social distancing guidance.	Review whether further teams are needed on site and, if so, develop rota.	Rota system established, with no more than 50% of staff in the office and all others working remotely.	Review teams on site and rota.	Identified staff working on site, following social distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
198.	Finance (cash)	Put cash services on hold.	All cash services put on hold.	IT equipment provided to all staff working from home, where required.  Identify teams to come on site if needed and develop rota.	Rota system established where teams would benefit from being on site, following social distancing guidance.	Review whether further teams are needed on site and, if so, develop rota.	Rota system established, with no more than 50% of staff in the office and all others working remotely.	Review teams on site and rota.	Identified staff working on site, following social distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.
199.	Planning	IT equipment provided to colleagues working remotely as required and where possible	All working remotely.	IT equipment provided to all staff working from home, where required.  Identify teams to come on site if needed and develop rota.	Rota system established where teams would benefit from being on site, following social distancing guidance.	Review whether further teams are needed on site and, if so, develop rota.	Rota system established, with no more than 50% of staff in the office and all others working remotely.	Review teams on site and rota.	Identified staff working on site, following social distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.
200.	People and Culture: ERR	IT equipment provided to colleagues working remotely as	All working remotely.  Job interviews to be conducted by		Staff working remotely where appropriate.	Identify teams to come on site if needed.	Rota system for teams and P&C reception where appropriate.		Limited numbers of staff on site, using a rota system and following social

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
		required and where possible	Zoom or other remote technology. Annual leave may be cancelled across teams.  Scope of work changed to reflect priorities		Job interviews to be conducted by Zoom or other remote technology.		Staff working remotely where appropriate.  Job interviews to be conducted by Zoom or other remote technology.		distancing guidelines.  Remainder of teams to continue to work from home until business as usual returns.  Job interviews conducted using mixed methods.  Reception re-opens, following social distancing guidelines.
201.	Running payroll	IT equipment provided to colleagues working remotely as required and where possible	Undertake remotely.  Annual leave may be cancelled.	IT equipment provided to colleagues working remotely as required and where possible	Staff working remotely where appropriate.	IT equipment provided to colleagues working remotely as required and where possible  Identify teams to come on site if needed.	Rota system for teams.  Staff working remotely where appropriate.  Services continue to be delivered remotely.		Limited numbers of staff on site, using a rota system and following social distancing guidelines.  Remainder of teams to continue to work from home until

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>Organise teams for rotas if needed.</p> <p>Re-visit risk assessment for individuals to ensure these remain up to date and make adjustments as needed.</p>	Reduced service if needed.		business as usual returns.
202.	Organisational Development	IT equipment provided to colleagues working remotely as required and where possible	All work undertaken remotely where possible. Reduced Service if necessary	IT equipment provided to colleagues working remotely as required and where possible	Service offered remotely.	<p>IT equipment provided to colleagues working remotely as required and where possible</p> <p>Identify teams to come on site if needed.</p> <p>Organise teams for rotas if needed.</p>	<p>Rota system for teams.</p> <p>Staff working remotely where appropriate.</p> <p>Services continue to be delivered remotely.</p> <p>Reduced service if needed.</p>		<p>Limited numbers of staff on site, using a rota system and following social distancing guidelines.</p> <p>Remainder of teams to continue to work from home until business as usual returns.</p>



	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						Re-visit risk assessment for individuals to ensure these remain up to date and make adjustments as needed.			
203.	Occupational Health	IT equipment provided to colleagues working remotely as required and where possible	Work undertaken remotely or via alternative locations (e.g. for vaccinations).  Cases prioritised.	IT equipment provided to colleagues working remotely as required and where possible	Continue as normal, prioritising cases	Risk assessment undertaken of reconvening OH sessions on campus.  IT equipment provided to colleagues working remotely as required and where possible  Identify teams to come on site if needed.	Continue as normal, prioritising cases  Rota system for teams.  Staff working remotely where appropriate.  Reduced service if needed.		Continue as normal, prioritising cases

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						<p>Organise teams for rotas if needed.</p> <p>Re-visit risk assessment for individuals to ensure these remain up to date and make adjustments as needed.</p>			
204.	Health and Safety	IT equipment provided to colleagues working remotely as required and where possible	Reduced service: responses made to incidents and fire assessments undertaken	IT equipment provided to colleagues working remotely as required and where possible	Reduced service: responses made to incidents and fire assessments undertaken	<p>Identify teams to come on site if needed.</p> <p>Organise teams for rotas if needed.</p> <p>Re-visit risk assessment for individuals to ensure these remain up to date and make</p>	<p>Rota system for teams.</p> <p>Reduced service: responses made to incidents and fire assessments undertaken</p>		Usual service resumes, following social distancing guidelines.

	Activity, service or function	Actions prior to Advanced protection	Advanced protection	Actions prior to Enhanced protection	Enhanced protection	Actions prior to Sustained protection	Sustained protection	Actions prior to Targeted protection	Targeted protection
						adjustments as needed.			

**POLICY CREATOR: PEOPLE & CULTURE**

Created: 02 July 2020

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Review Date: In line with government guidelines,  
or as the University considers moving to a new  
protection level, whichever is sooner.