**University of Essex** 

# COVID-19: BUSINESS CONTINUITY PLAN ACTION TABLE

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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#### UNIVERSITY OF ESSEX

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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 <u>How to come onto our campuses</u>.

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	Training offered to academic staff to assist with delivering lectures remotely. Standard set of IT kit for academic staff prepared and distributed, according to need. Communication with students.	There will be no in-person lectures/ seminars; all delivered and engaged with remotely.	Training offered to academic staff to assist with delivering lectures remotely. Communication with students.	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.	Dual delivery. Lectures delivered on site if necessary, captured by Listen Again and engaged with remotely. 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.	Entry and exit strategies into and out of lectures to be continued to maintain social distancing. 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.	Expectation that the majority of teaching is delivered and engaged with on site, within social distancing guidelines. 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

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

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

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

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

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

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

	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

9.	Activity, service or function Fieldwork (teaching and research)	Actions prior to Advanced protection Review all fieldwork planned and put in place cancellations.	Advanced protection No fieldwork to take place.	Actions prior to Enhanced protection Undertake a risk assessment of planned fieldwork. Identify possible alternatives that may be	Enhanced protection Where appropriate and deemed safe, following risk assessment, fieldwork or identified, safe	Actions prior to Sustained protection Undertake a risk assessment of planned fieldwork. Identify possible alternatives that may be	Sustained protection Where appropriate and deemed safe, following risk assessment, fieldwork or, where	Actions prior to Targeted protection Confidential OH review undertaken of the possibility of those participants who are continuing to	Targeted protection Where appropriate and deemed safe, following risk assessment, fieldwork to go ahead for
	Academic Section – Academic Services			undertaken safely.	alternatives to go ahead.	undertaken safely, where necessary.	necessary, identified, safe alternatives to go ahead.	work offsite and who may need targeted support	relevant participants.
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.	<ul> <li>A) Thesis</li> <li>submission can</li> <li>remain remote</li> <li>via electronic</li> <li>submission.</li> <li>B) Vivas would</li> <li>be conducted</li> <li>face to face with</li> <li>social distancing</li> <li>maintained,</li> <li>where</li> <li>appropriate and</li> <li>required. If this</li> <li>is not possible</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 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.		ТВС

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

	Activity, service or	Actions prior to Advanced	Advanced protection	Actions prior to Enhanced	Enhanced protection	Actions prior to Sustained	Sustained protection	Actions prior to Targeted	Targeted protection
	function	protection	protection	protection	protection	protection	protection	protection	protection
	Tunction	impact of		protection		protection		protection	
		delaying							
		production							
		pending a return							
		to campus							
15.		to campus	Undertake		Undertake		Undertake		Staff will be able
15.	Course		remotely.		remotely.		remotely.		to carry out
	development		remotely.		remotely.		Temotely.		tasks remotely.
	and records								Return to
									campus can fit
									around phased
									return to allow
									others to be on
									campus.
16.	End of Year 1		Undertake		Undertake		Undertake		Staff will be able
10.	End of Year 1		remotely.		remotely.		remotely.		to carry out
			remotely.		remotely.		remotery.		tasks remotely.
									Return to
									campus can fit
									around phased
									return to allow
									others to be on
									campus.
17.	Management		Undertake		Undertake		Undertake		Specific staff will
	of		remotely.		remotely.		remotely.		be able to
	Apprenticeshi		-		-		-		continue to carry
	ps								out tasks
	F-								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	protection	Undertake	protection	Undertake	protection	Undertake	protection	Specific staff will
-0.	Summer		remotely		remotely		remotely		be able to
	Schools								continue to carry
									out tasks
									remotely whilst
									other staff are
									on campus if
									required.
19.	Management		Undertake		Undertake		Undertake		Specific team
	of		remotely.		remotely.		remotely.		members will be
	Partnerships								able to continue
							(Query over		to carry out
							ability to		tasks remotely,
							produce		whilst other
							transcripts and		team members
							post to Partner		are on campus
							Institutions –		where required.
							may need to be		
							done on		
							campus)		
20.	Study Abroad		Undertake		Undertake	Screens for	Subject to the		On a rotational
			remotely		remotely	student desk to	buildings being		basis, a
						allow protection	open on the		proportion of
					(Query over	between staff	Colchester		team members
					ability to	and staff when	campus, offer		will be able to
					produce	operating face to	specific face to		continue to carry
					transcripts and	face student	face student		out tasks
					post to Partner	services.	services where		remotely, whilst
					Institutions –		required. Other		other team
					may need to be		team members		members are

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

57.	Activity, service or function Interlibrary loans/docume nt delivery	Actions prior to Advanced protection Implement remote management.	Advanced protection Managed remotely for digital document delivery only, subject to British Library resilience.	Actions prior to Enhanced protection Continue with remote management.	Enhanced protection Managed remotely for digital document delivery only, subject to British Library resilience.	Actions prior to Sustained protection Continue to manage remotely for digital and print document delivery, subject to British Library resilience.	Sustained protection Managed remotely for digital and print document delivery, subject to British Library resilience.	Actions prior to Targeted protection Managed on campus.	Targeted protection 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/websi te 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/websi te	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	Actions prior to Advanced	Advanced protection	Actions prior to Enhanced	Enhanced protection	Actions prior to Sustained	Sustained protection	Actions prior to Targeted	Targeted protection
	function	protection		protection		protection		protection	
	Tunction			protection	Staff to condition check artwork when safe to do so No exhibitions in the Library foyer space	viewing appointments Write and disseminate guidelines for social distancing in ESCALA space, to be disseminated to students via email and visible within the space. Ensure there is additional cleaning equipment and hand sanitiser	Continue to introduce informal videos on artworks in collections for social media and Vimeo No teaching to take place in ESCALA space (TBC)	protection	
	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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
function	protection		protection		protection		protection	
		This will be in		Ensured all	recommendatio	of front and back	management of	for visitors,
		Canteen.		cutlery and	ns.	of house.	rotas and annual	following
				crockery is now			leave.	guidance for
		Cashless only to		single use and	Purchase and	All restaurant		social distancing.
		mitigate risk of		given by staff on	use of full	tables to be	Ensure the	
		cash handling.		request.	disposable PPE	cleaned after	recommissioning	
					for staff, to	every use should	of all catering	
		Increased use of		All jugs of water	include aprons,	the decision be	equipment in all	
		premade foods		and glasses to be	gloves and	taken to	areas	
		purchased in		removed from	masks.	reintroduce		
		light of reduced		all units.		restaurant	Ensure all units	
		staffing.			Ensure any	service.	are deep	
				All food covered.	additional units		cleaned and	
		Reinforced social			considered for	All uncovered	strict cleaning	
		distancing		Sanitiser units in	opening are	food displays to	schedules are in	
		messaging,		all areas front	deep cleaned.	be covered or	place	
		guidance and		and back of		removed.		
		implementation		house.	Consider		Review of cash,	
					reintroduction of	Porters to where	floats and safes	
		Monitor staff		Air-con not to be	restaurant	gloves as	in preparation	
		and student		used.	seating whilst	handling food	for moving away	
		usage and			maintaining	waste.	from cashless	
		review weekly,		Access to back of	social distancing		only payments.	
		considering total		house areas		Storeman to		
		closure if/when		restricted to	Review staffing	wear gloves as		
		required.		essential staff	levels with a	handling		
				only.	view to	deliveries.		
					unfurloughing a			
					number of staff			
					whilst			
					maintaining			

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

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

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

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

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service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
function	protection		protection		protection		protection	
			engage previous	on government	engage previous	on government	return to longer	distancing
			customers.	advice.	customers.	advice.	opening hours.	guidelines.
			The Essex Sport		The Essex Sport		Staff training	Restrictions in
			Gym could re-		Gym could re-		with on-demand	place for use by
			open on the		open on the		staff would be	vulnerable
			following basis,		following basis:		required on	individuals
			dependent on				enhanced	
			government		- Signage in		cleaning	
			advice (NB gyms		place to		requirements	
			noted as being		instruct			
			one of the last		users to			
			venue types to		observe			
			reopen):		social			
					distancing			
			- Signage in		- CV			
			place to		equipment			
			instruct		spaced by			
			users to		2m by			
			observe		putting			
			social		some items			
			distancing		out of use			
			- CV		- Weights			
			equipment		areas			
			spaced by		spaced by			
			social		social			
			distance by		distance by			
			putting		putting			
			some items		some			
			out of use		stations out			
					of use			

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
				- Weights		- 'Functional'			
				areas		area could			
				spaced by		be used by			
				social		marking out			
				distance by		3mx3m			
				putting		areas with			
				some		floor tape			
				stations out		- Overall			
				of use		capacity			
				- 'Functional'		limit			
				area could		imposed on			
				be used by		number of			
				marking out		users in			
				3mx3m		gym at any			
				areas with		time			
				floor tape		- Signage in			
				- Overall		place and			
				capacity		cleaning			
				limit		materials in			
				imposed on		place at			
				number of		each station			
				users in		with			
				gym at any		instruction			
				time		to users to			
				- Signage in		clean after			
				place and		use			
				cleaning					
				materials in					
1				place at					
				each station					
				with					

## Version 8.00 Date updated: 20 July 2020

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

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

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

71.	Activity, service or function Meetings on/off- campus with external organisations	Actions prior to Advanced protection have made bookings. Prepare to cancel all meetings. Communicate with those who	Advanced protection All on-campus meetings cancelled	Actions prior to Enhanced protection have made bookings. Prepare to cancel all meetings. Communicate with those who	Enhanced protection All on-campus meetings cancelled All meetings with external	Actions prior to Sustained protection engagement via virtual activity.	Sustained protection Limited on- campus meetings possible for small number of staff observing	Actions prior to Targeted protection Risk assessment taken of re- opening all activities.	Targeted protection Activities re- commence if deemed safe and following social distancing guidelines.
72.	Site Visits from Contractors for Inspections/M aintenance (Sport)	would be expected to attend. Permission for contractors to attend for essential works only		would be expected to attend. Permission for contractors to attend for essential works only	organisations to be virtual	Permission granted for contractors to attend for inspections and maintenance where social distancing measures can be observed	social distancing.	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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		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.	As enhanced protection plus: Providing essential food availability for residents in accommodation. Limited outlets open for take- away services only Cashless service provision in light of limited cash/ change available on campus.	Review government advice.	Heightened focus on hygiene of front and back of house. All uncovered food displays to be covered or removed. Porters, CAs and Stores staff to wear gloves Single use crockery and cutlery introduced Review queue management and ensure safe	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. Review pre- order and collection service.	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.
			purchased in		distance				

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

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
				Development of					government
				process for					guidelines.
				managing social					
				distancing and					
				limiting					
				numbers.					
83.	SU Office,		Office closed; all		Office closes and	Review	Office closes and	Review	Expect to offer
	Southend and		interactions are		all staff are given	government	all staff are given	government	activities as
	Just Play		remote		the choice to	advice for for	the choice to	advice for sports	usual, following
					work remotely.	returning to	work remotely. If	facilities.	social distancing
					Just Play is	work (SU Office)	the office is		requirements.
					cancelled. If the	and for sports	open the door is		
					office is open	facilities (Just	closed and		
					the door is	Play).	people are		
					closed and		required to		
					people are		knock and wait		
					required to		to allow social		
					knock and wait		distancing.		
					to allow social				
					distancing				
84.	Corbett	Review	As enhanced	Review	Heightened	Purchase and	Staff to wear	NB re-opening	As for Sustained
	Theatre Café	government	protection plus:	government	focus on hygiene	distribution of	gloves when	dependent on	protection
	and bar, and	advice.		advice.	of front and back	PPE in line with	handling food	government	except:
	Roding House		Providing		of house.	Government	waste.	regulations.	
	Loughton		essential food			Guidelines.	<b>C</b> 1 <b>C</b> 1		Re-opening of
			availability for		All uncovered		Staff to wear	Risk assessment	catering outlets
			residents in		food displays to		gloves when	undertaken of	for visitors,
			accommodation.		be covered or		handling	re-opening all	following
					removed.		deliveries.	catering outlets.	guidance for
			Limited outlets						social distancing.
			open for take-						

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

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

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

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

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
						managed via			
						home working.			
93.	Market	IT equipment	Work delivered	IT equipment	Work delivered	IT equipment	Work delivered	Maintain off site	Limited numbers
	intelligence	provided to all	by staff working	provided to all	by staff working	provided to all	by staff working	working for most	of staff on site,
		staff working	from home.	staff working	from home (as	staff working	from home (as	staff until clarity	following social
		from home,		from home,	before, with	from home,	before, with	re sustainability	distancing
		where required.		where required.	review of any	where required.	review of any	of return to	guidelines.
					individual need		individual need	office working.	Remainder of
		Gap analysis		Gap analysis	to return and	Gap analysis	to return and		teams to
		undertaken of		undertaken of	spacing in	undertaken of	spacing in	Potentially	continue to work
		resources		resources	office).	resources	office).	provide some	from home until
		needed for key		needed for key		needed for key		capacity for	business as usual
		service delivery		service delivery		service delivery		limited numbers	returns.
								of staff to work	
								in office space.	
	Communicati								
	ons and								
	events								11 11 1 I
94.	Website	IT equipment	Work delivered	IT equipment	Work delivered	IT equipment	Work delivered	Maintain off site	Limited numbers
		provided to all	by staff working	provided to all	by staff working	provided to all	by staff working	working for most	of staff on site,
		staff working	from home.	staff working	from home. Key	staff working	from home, with	staff until clarity	following social
		from home,		from home,	staff to come on	from home,	key staff allowed	re sustainability	distancing
		where required.	Enhanced focus	where required.	site and manage	where required.	on site in line	of return to	guidelines.
			of		social distancing		with social	office working.	Remainder of
		Gap analysis	communications	Gap analysis	etc.	Gap analysis	distancing		teams to
		undertaken of	on supporting	undertaken of		undertaken of	guidance/office	Potentially	continue to work
		resources	understanding	resources	Enhanced focus	resources	space.	provide some	from home until
		needed for key	and awareness	needed for key	of	needed for key		capacity for	business as usual
		service delivery	of COVID-19	service delivery	communications	service delivery		limited numbers	returns.
			measures.		on supporting				

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

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

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

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

Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
function	protection		protection		protection		protection	
					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/quali			
					ty requirements.			
					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&S (ITS or			
					other) to			

Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
function	protection		protection		protection		protection	
					support			
					technical teams			
					in reviewing			
					Covid-19 specific			
					RAMS.			
					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.			
					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			

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

103.	Activity, service or function IT Helpdesk	Actions prior to Advanced protection	Advanced protection Reduced service offered remotely.	Actions prior to Enhanced protection	Enhanced protection Reduced service provided remotely.	Actions prior to Sustained protection	Sustained protection Online support is providing the service and moving to	Actions prior to Targeted protection Introduction of social distancing signage.	Targeted protection 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/glove s (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	campus. 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/microp hone 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 use Zoom with their 'bring your own' USB headset/microp hone rather than sharing phone receiver.	Sustained protection	Actions prior to Targeted protection	Targeted protection
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.

## Version 8.00 Date updated: 20 July 2020

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

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

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

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
					operational	advice from H&S		mitigation	
					staff.	and only		measures can be	
						undertake work		identified and	
						where it is safe		implemented.	
						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.			
110.	Soft FM:	Regular review	Only essential	Regular review	Relevant	If buildings are	Relevant	Review stock	Hand sanitisers,
	services and	of items	items ordered	ofitems	Manager	to reopen	Manager	and purchase	soap dispensers,
	supply chain	required/ordere	and relevant	required/ordere	ordering any		ordering any	essential items	toilet roll and
		d	Manager	d	product or	If buildings	product or	such as hand	paper towels all
			ordering any		service ensures	currently closed	service ensures	sanitiser refills,	checked as
			product or		our staff are	are to be	our staff are	soap refills,	appropriate.
			service ensures		available to	reopened, the	available to	toilet rolls,	

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

	Activity, service or	Actions prior to Advanced	Advanced protection	Actions prior to Enhanced	Enhanced protection	Actions prior to Sustained	Sustained protection	Actions prior to Targeted	Targeted protection
	function	protection	p. 0000.011	protection	p	protection	procession	protection	protection
				•		identified and implemented.			
111.	Soft FM: supporting wellbeing & reduced anxiety	Management team communicate regular updates to front line operational staff. Furlough staff where required. Maintain contact with furloughed 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. Furlough staff where required. Maintain contact with furloughed 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.	If buildings are to reopen 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. Management team liaise with People & Culture to communicate with staff returning after being furloughed.	All office-based staff work on a rota system to enable sufficient management of staff on site. All staff cc those persons who would cover in their absence in any important emails and update them regarding any other important information. Management team communicate regular updates to operational staff.	Management team liaise with People & Culture to communicate with staff returning after being furloughed.	Staff support provided regularly.

## Version 8.00 Date updated: 20 July 2020

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

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

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

	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
	Accommodati		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.		
114.	on Accommodati	Managers to	All staff work	Managers to	All staff work	No actions	All staff work	Risk assessment	Limited numbers
	on staffing arrangements	review available staff numbers daily and	from home where possible.	review available staff numbers daily and	from home where possible.	identified.	from home where possible.	undertaken for all teams	of staff on site, following social

Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
function	protection		protection		protection		protection	
	consider which	All staff CC those	consider which	All staff CC those	Managers to	All staff CC those	working in	distancing
	services can be	persons who	services can be	persons who	review available	persons who	shared space.	guidelines.
	reduced/cancell	would cover in	reduced/cancell	would cover in	staff numbers	would cover in		
	ed if necessary.	their absence in	ed if necessary.	their absence in	daily and	their absence in	Staff can	Remainder of
		any important		any important	consider which	any important	continue to work	teams to
		emails and		emails and	services can be	emails and	effectively from	continue to work
		update them		update them	reduced/cancell	update them	home. They may	from home until
		regarding any		regarding any	ed if necessary	regarding any	return to the	business as usual
		other important		other important		other important	workplace when	returns.
		information.		information.		information.	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	

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

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		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	Along with	Along with	Along with	Along with	No actions	Along with	Along with	Along with
	Accommodati	Student Lets,	Student Lets,	Student Lets,	Student Lets,	identified.	Student Lets,	Student Lets,	Student Lets,
	on (external	update PBSA	update PBSA	update PBSA	update PBSA		update PBSA	update PBSA	update PBSA
	provision)	providers,	providers,	providers,	providers,		providers,	providers and	providers,
		advising them of	advising them of	advising them of	advising them of		advising them of	provide	advising them of
		University	University	University	University		University	information to	University
		mitigations.	mitigations.	mitigations.	mitigations.		mitigations.	Derwent FM and	mitigations.
		Provide	Provide	Provide	Provide		Provide	Maltings for	Provide
		information to	information to	information to	information to		information to	comparable	information to
		Derwent FM and	Derwent FM and	Derwent FM and	Derwent FM and		Derwent FM and	actions on their	Derwent FM and
		Maltings for	Maltings for	Maltings for	Maltings for		Maltings for	part	Maltings for
		comparable	comparable	comparable	comparable		comparable		comparable
		actions on their	actions on their	actions on their	actions on their		actions on their		actions on their
		part	part	part	part		part		part
	Post Room								
	and Central								
	Stores								

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
						Identify number		undertake work	
						of staff to un-		where it is safe	
						furlough and		for staff to do so.	
						liaise with			
						People & Culture			
						to progress,			
						taking into			
						account accrued			
						annual leave.			
						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.			
119.	Post Room	Determine	Courier service	Determine	Courier service	Identification of	Courier service	Review stock	Standard
	and Central	service level,	reduced to one	service level,	reduced to one	areas of	maintained at	and purchase	opening hours
	Stores:	dependent on	delivery a week	dependent on	delivery a week	campuses which	one delivery a	essential items.	and service
	services and	resource	where needed.	resource	if needed.	are open and	week if needed.		delivered.
	supply chain	available.	Students to	available.		may take		Return to	
			collect mail and		NB Departments	delivery of post.	NB Departments	standard	
			parcels from		to take		to take	opening hours.	
			Post Room. Post		responsibility for		responsibility for		
			runs will take		opening post,		opening post,		
			place once a day		scanning/emailin		scanning/emailin		

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

Activity, service or	Actions prior to Advanced	Advanced protection	Actions prior to Enhanced	Enhanced protection	Actions prior to Sustained	Sustained protection	Actions prior to Targeted	Targeted protection
function	protection		protection		protection		protection	
		activities (e.g. NHS) Admin activities taking place remotely.		EHS students withdrawn from shifts. Consideration given to maintaining skeleton staff, to service the existing levels of business. Admin activities start to take place remotely. No cash taken at tills.	room service limited food offering at breakfast and dinner. Introduction of social distancing measures, including signage & barriers. Purchase and distribution of masks, and other appropriate PPE. Purchase and installation of Perspex screens, at reception to be considered. Contactless payments only. Risk Assessments undertaken for re-starting remaining close participation	to work remotely. Large events are still cancelled / postponed. Government guidelines for social distancing/PPE followed, including measures for EHS students.	will already be on site and engaged with the business. Many of the enhanced measures are likely to remain in place for many months, so it will not look so different from 'Sustained'. The actions needed to be ready revolve around ensuring the hotel and team are prepared for the busy Christmas period.	to work 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
121.	WHH Accommodati on	Review government and industry advice.	As above.	Review government and industry advice.	Reduced service, demand expected to be	hotel management practice for students, with required safety measures implemented for EHS students when on duty. As above.	Reduced service, demand expected to still	Full service will be resumed, with business	Full service offered, with social distancing
					low. Bedrooms to be serviced on departure only, limiting interaction between people. Areas of hotel shut down to improve efficiency and	contact with guests in accommodation. Bedrooms to be service the day after departure.	be low.	improving.	guidelines followed.
122.	WHH Restaurant & Afternoon Tea	Review government and industry advice.	As above	Review government and industry advice.	save money. 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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
					lounges from 17		social distancing	distancing	industry
					March.		expected.	restrictions	guidelines.
								removed if	
					Restaurant and		No lunch service	deemed safe to	
					Aft. Tea closed		as demand	do so, and still	
					from after		expected to be	following any	
					service on 20		low.	guidelines and	
					March		-	industry advice.	
							Afternoon tea,		
					Room Service		reduced and		
					breakfast only,		served in		
					until 23 March,		brasserie.		
					no breakfast		brussene.		
					thereafter.		Dinner served.		
							Diffier serveu.		
123.	WHH	Review	All events	Review	Last wedding	As above.	Expected to be	With social	Large wedding
	Weddings	government and	currently	government and	went ahead on		only offering	distancing	celebrations
	Weddings	industry advice.	cancelled up to	industry advice.	Saturday 21	Consideration	ceremony for a	measures	hosted, if
		,	end of May	,	, March, 24	being given to	small amount of	reduced, it will	deemed safe to
			,		guests, adopting	whether the	people only.	be possible to	do so, following
					social distancing.	hotel can		host the large	government and
					5	accommodate		wedding	industry
					All wedding	the ceremony		celebrations.	guidelines.
					cancelled/postp	only. Awaiting			
					ones up until the	guidelines from			
					end of June	registrars.			
					2020.				

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
			work may not		delivered for the	lunches to	break and		
			take place.		start of AY20/21	reduce	lunches to		
						interactions.	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	Determine	All 3 UoE staff	Pre-plan staffing	1 UoE staff on	Pre-plan staffing	2 UoE staff on	Pre-plan staffing	2 UoE staff on
	Transport	service delivery,	working	schedules for	campus from	schedules for	campus from	schedules for	campus from
	Tansport	according to	remotely from	adjusted days on	team of 3.	adjusted days on	team of 3.	adjusted days on	team of 3.
		annual cycle and	team of 3.	campus.		campus.		campus.	
		dependent on			Possible H&S	1	Car Parking pay		Some continued
		staff resource	Possible H&S	Plan any	improvements	Plan any	machines taken	Plan any further	remote working
		available.	improvements	adjustments to	to roads and	adjustments to	out of use and	adjustment to	for sustainability
			to roads and	car parks, pay	cycle ways may	car parks, pay	replaced with	car parks, pay	benefits
			cycle ways may	machines, EV	be delayed if	machines, EV	online OR pay	machines, EV	
			be delayed if	charging points,	contractors	charging points,	machines	charging points,	
			De delayed li	charging points,	contractors	charging points,	machines	charging points,	

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

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

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

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

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

	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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection	<b>-</b>	protection		protection		protection	
			The central			reopening			
			Oxford			centre			
			Innovation team						
			will be managing						
			any questions,						
			information or						
			further						
			dissemination of						
			government						
4.25			advice.		Maintonaa	Motor output	Motor output	Doinstate full	Full water
135.	Hard services		Maintenance		Maintenance	Water systems	Water systems	Reinstate full	
			and Capital		and Capital	are being	are being	water	management in
			Development		Development	flushed but	flushed but	management	place
			continuity plan will apply		continuity plan will apply	temperature check of units A,	temperature check of units A,		5.000
			will apply		will apply	B4, C and F	B4, C and F	Reinstate full	Full HVAC
						would be	would be	HVAC system	system in place
						advised.	advised.	programme	
						auviscu.	auviscu.		
						Review Heating,	Review HVAC		
						Ventilation and	system		
						Air Conditioning	requirement, if		
						(HVAC) system	tenants return to		
						requirement, if	campus.		
						tenants return to			
						campus.			
136.	Soft FM		Soft FM Services		Soft FM Services	Possibly	Possibly	Reinstate full	Full cleaning and
	Services		continuity plan		continuity plan	reinstate	reinstate	cleaning and	refuse collection
			will apply		will apply	cleaning services	cleaning services	refuse collection	services in place,
								services	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 to of units A, B4,	Sustained protection to of units A, B4,	Actions prior to Targeted protection	Targeted protection distancing and
						C and F.	C and F.		PPE guidelines.
						requirement.	requirement.		
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 communicatio n 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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
			facilities And		facilities And				do so and if
			Zoom, where		Zoom, where				appropriate.
			possible.		possible.				
142.	Studio X		Studio X to close		Studio X closed	Liaise with	Liaise with	Risk assess	Studio X re-
			until virus		to all except	Studio X team to	Studio X team to	return to normal	opens if deemed
			contagion		staff in general.	understand their	understand their	service for	safe to do so,
			subsides.			return to	return to	Studio X	following social
						campus	campus		distancing
						measurements	measurements	Reinstate	guidelines.
								cleaning services	
									Cleaning services
									resume.
	Commercial								
	Management:								
	Central								
	Campus								
	lessees								
143.	Management	IT equipment	All staff to work	IT equipment	Staff to work	No change	No change	Staff return to	Staff working
	team	provided to all	remotely from	provided to all	from home.			campus	on-site,
		staff working	home. All staff	staff working	Relevant				following social
		from home,	has been	from home,	equipment				distancing
		where required.	provided the	where required.	provided.				guidelines.
			necessary						
			equipment.						
			Communicate to						
			occupants'						
			suspension of						
			services and						

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
150.	External		CER remote		CER remote	CER remote	CER remote	CER continuity	CER continuity
	communicatio		working.		working.	working.	working.	plan will apply	plan will apply
	n support		Continue as		Continue as	Continue as	Continue as		
			normal		normal	normal	normal		
151.	Meetings and		Staff to avoid		Staff to avoid	Staff to avoid	Staff to avoid	Risk assess	Meetings re-
	appointments		face to face		face to face	face to face	face to face	meetings and	commence face-
			meetings. Use		meetings. Use	meetings. Use	meetings. Use	appointments	to-face if
			remote		remote	remote	remote	restarting	deemed safe to
			conference call		conference call	conference call	conference call		do so and if
			facilities And		facilities And	facilities And	facilities And		appropriate.
			Zoom, where		Zoom, where	Zoom, where	Zoom, where		
			possible.		possible.	possible.	possible.		
	Commercial Management – Business Incubation Centre								
152.	Management	IT equipment	All staff to work	IT equipment	All staff to work	Liaise with HR	Commence	Staff return to	Staff on site
	team	provided to all	remotely from	provided to all	remotely from	regarding return	unfurloughing	campus where	where required,
		staff working	home. All staff	staff working	home. All staff	to campus plan	staff process	possible	following social
		from home,	has been	from home,	has been				distancing
		where required.	provided the	where required.	provided the				guidelines.
			necessary		necessary				
			equipment.		equipment.				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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
157.	Compliance		Maintenance		Maintenance	Maintenance	Maintenance	Maintenance	Maintenance
	services		and Capital		and Capital	and Capital	and Capital	and Capital	and Capital
			Development		Development	Development	Development	Development	Development
			continuity plan		continuity plan	continuity plan	continuity plan	continuity plan	continuity plan
			will apply		will apply	will apply	will apply	will apply	will apply
158.	Network and		IT systems and		IT systems and	IT systems and	IT systems and	IT systems and	IT systems and
	broadband		communications		communications	communications	communications	communications	communications
	support		continuity plan		continuity plan	continuity plan	continuity plan	continuity plan	continuity plan
	services		will apply		will apply	will apply	will apply	will apply	will apply
159.	Rent		Financial		Financial	Analyse invoicing	Liaise with	Reimburse	Reimbursements
	collection and		Management		Management	and receipts to	tenants	tenants who	made.
	finance		continuity plan		continuity plan	date	confirming	paid rent	
	support		will apply		will apply		balance on	between 27	
							account	March and	
			All tenants pay		All tenants pay			reopening date	
			by S/O		by S/O				
160.	External		CER remote		CER remote	CER remote	CER remote	CER continuity	CER continuity
	communicatio		working.		working.	working.	working.	plan will apply	plan will apply
	ns support		Continue as		Continue as	Continue as	Continue as		
			normal		normal	normal	normal		
161.	Meetings and	IT equipment	Staff to avoid	IT equipment	Staff to avoid	Staff to avoid	Staff to avoid	Risk assess	Meetings re-
	appointments	provided to all	face to face	provided to all	face to face	face to face	face to face	meetings and	commence face-
		staff working	meetings. Use	staff working	meetings. Use	meetings. Use	meetings. Use	appointments	to-face if
		from home,	remote	from home,	remote	remote	remote	restarting	deemed safe to
		where required.	conference call	where required.	conference call	conference call	conference call		do so and if
			facilities And		facilities And	facilities And	facilities And		appropriate.
			Zoom, where		Zoom, where	Zoom, where	Zoom, where		
			possible.		possible.	possible.	possible.		

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

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
			service AC/Vent		business/crisis				
			for		recovery plan.				
			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						
166.	Water	Flushing regime	Assuming	Flushing regime	Assuming	Flushing regime	Flushing regime	Flushing regime	Flushing regime
	Hygiene	in place utilising	Contract	in place utilising	Contract	in place utilising	in place utilising	in place utilising	in place utilising
		staff resources.	company allow	staff resources.	company allow	staff resources.	staff resources.	staff resources.	staff resources.
		No additional	staff to return	No additional	staff to return	No additional	No additional	No additional	No additional
		actions required.	(and they wish	actions required.	(and they wish	actions required.	actions required.	actions required.	actions required.
			to return) all		to return) all				
			closed areas to		areas closed for				
			service to be		service to be				
			rendered		rendered				
			safe/drained as		safe/drained as				
			appropriate.		appropriate.				
			Staff to respond		Consider				
			to areas of		(subject to				
			increased		resource				
			concern		availability)				

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

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

Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
function	protection		protection		protection		protection	
		residential		For areas				
		accommodation.		rendered closed,				
				adjust/turn off				
		Redistribute		heating systems				
		staff resources		as appropriate.				
		to combine with						
		contractors		Consider need				
		where		for enhanced				
		appropriate in		PPMs etc.				
		support to		(resource				
		isolate gas		dependent) to				
		supplies to		maintain				
		appliances to		operational				
		make safe only		status of				
				essential				
		If		equipment				
		necessary/possib						
		le, 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 <u>only</u>						

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

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

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

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

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

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
			nance as						
			appropriate.						
177.	Minor	Review	Majority of	Review	Dynamic RA	No additional	As for Enhanced	No additional	As for Enhanced
	capital/reven	government and	projects ceased.	government and	review of on-site	actions required	Protection	actions required.	Protection
	ue project	industry advice		industry advice	projects and				
	work	and triangulate	Other works:-	and triangulate	contractors			Dependent upon	
		with agreed		with agreed	resource/availab			contractor	
		projects to be	1. Fire	projects to be	ility			resource being	
		taken forward.	Compartme	taken forward.				available and	
			ntation		Identify any			assessment of	
			University		projects where			RAMS re social	
			square –		delivery may be			distancing/safe	
			Contractor		hampered by			working	
			has		lack of staff or			practices.	
			withdrawn		contractor			Timescale and	
			from site		resource and			potentially	
			and will		consider			contractual price	
			review in 3-		operational and			could be	
			4 weeks.		financial impact			affected.	
			2. Fire Doors –		of potential				
			Contractor		project halt.				
			has scaled						
			down						
			operation						
			to 2						
			operatives.						
			3. Concrete						
			surveys –						
			Deferred						
			for 3-4						
			weeks.						

	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
	function	protection	Double Growth Round/Minor works – Programme deferred subject to review in 3-4 weeks. Site areas rendered safe and secure. Monitor UoE and keep contractors regularly updated in order to facilitate appropriate redeployment of contractor resource as soon as considered	protection		protection		protection	
			appropriate.						
	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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
function	protection		protection		protection		protection	
		advice in this	other affected		government	Enhanced	Nursery	distancing
		area persist and	parents as		advice	Protection.	prepares to	guidelines.
		should demand	appropriate.				open for all	
		be appropriate.				Nursery may be	children/extend	
		If demand is so				required to open	hours where	
		minimal that				in	possible (see	
		alternative				phases/certain	below)	
		arrangements,				sessions/rooms		
		with agreement				to better ensure		
		from the				social distancing		
		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.						
		Operating hours						
		will be reduced						
		to build						
		resilience and						
		only meet						
		essential						

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	function	protection	protection	protection	protection	protection	protection	protection	protection
180.	service or	Advanced	protectionCommunicate 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).	Enhanced	protection Parents communicated via email and text	Sustained	protection Parents communicated via email and text.	Targeted	protection Communication continues as usual.
			Update website and social media with closure information						

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

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

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

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

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

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

	Activity,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection	•	protection	
		governance	managed	Develop and	Council and USG	Continue to	Council and USG	potentially via a	University
		decision log.	remotely.	implement	meetings	implement	meetings	rota.	meetings
				governance	managed	governance	managed		managed
				decision log.	remotely.	decision log.	remotely.	Continue to	through mixed
								implement	methods.
								governance	
								decision log.	
196.	VCRO Office	IT equipment	All working	IT equipment	Rota system	Identify teams to	Rota system	Review teams on	Limited numbers
		provided to all	remotely.	provided to all	established, with	come on site if	extended, with	site and rota.	of staff on site,
		staff working		staff working	two members of	needed and	no more than		following social
		from home,		from home,	staff in the office	extend rota.	three members		distancing
		where required.		where required.	and all others		of staff in the		guidelines.
					working		office and all		
				Identify teams to	remotely.		others working		Remainder of
				come on site if			remotely.		teams to
				needed and					continue to work
				develop rota.					from home until
									business as usual
									returns.
197.	Financial	IT equipment	All working	IT equipment	Rota system	Review whether	Rota system	Review teams on	Identified staff
	management	provided to all	remotely.	provided to all	established	further teams	established, with	site and rota.	working on site,
	0	staff working		staff working	where teams	are needed on	no more than		following social
		from home,		from home,	would benefit	site and, if so,	50% of staff in		distancing
		where required.		where required.	from being on	develop rota.	the office and all		guidelines.
					site, following		others working		
				Identify teams to	social distancing		remotely.		Remainder of
				come on site if	guidance.				teams to
				needed and					continue to work
				develop rota.					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
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.	returns. 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,	Actions prior to	Advanced	Actions prior to	Enhanced	Actions prior to	Sustained	Actions prior to	Targeted
	service or	Advanced	protection	Enhanced	protection	Sustained	protection	Targeted	protection
	function	protection		protection		protection		protection	
		required and	Zoom or other		Job interviews to		Staff working		distancing
		where possible	remote		be conducted by		remotely where		guidelines.
			technology.		Zoom or other		appropriate.		
			Annual leave		remote				Remainder of
			may be		technology.		Job interviews to		teams to
			cancelled across				be conducted by		continue to work
			teams.				Zoom or other		from home until
							remote		business as usual
			Scope of work				technology.		returns.
			changed to						
			reflect priorities						Job interviews
									conducted using
									mixed methods.
									Reception re-
									opens, following
									social distancing
									guidelines.
201.	Running	IT equipment	Undertake	IT equipment	Staff working	IT equipment	Rota system for		Limited numbers
	payroll	provided to	remotely.	provided to	remotely where	provided to	teams.		of staff on site,
		colleagues		colleagues	appropriate.	colleagues			using a rota
		working	Annual leave	working		working	Staff working		system and
		remotely as	may be	remotely as		remotely as	remotely where		following social
		required and	cancelled.	required and		required and	appropriate.		distancing
		where possible		where possible		where possible			guidelines.
							Services		
						Identify teams to	continue to be		Remainder of
						come on site if	delivered		teams to
						needed.	remotely.		continue to work
									from home until

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

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

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

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

# POLICY CREATOR: PEOPLE & CULTURE

Created: 02 July 2020 Amended: 20 July 2020 Review Date: In line with government guidelines, or as the University considers moving to a new protection level, whichever is sooner.