UNIVERSITY OF ESSEX

COVID-19: BUSINESS CONTINUITY PLAN

The University’s business continuity plan for COVID-19 has identified two escalating levels of response from the University. Each of these recognises that the University’s campuses will need to remain open at all times to support students residing in University accommodation. The two levels of action within our plan are:

- The **enhanced protection** level: measures to protect the University’s staff, students and community, while allowing as many services and functions as possible to continue to be delivered. For many staff, this will mean that, where appropriate and possible, colleagues will be undertaking their work from home, although some functions will continue to be undertaken on campus. For students, as many services as possible will be maintained, although some of these may be delivered in different ways.
- The **advanced protection** level: measures to continue to deliver essential services. This will mean that staff working on our campuses will be focused on supporting residential and essential operational services only. For students, these essential services will continue.

Decisions to trigger the implementation of enhanced protection and to escalate the University’s response to the advanced protection level will be taken by the Vice-Chancellor following consultation with the Chair of Council and the Chair of Council’s Audit and Risk Management Committee, and communicated to all members of the University.

The actions associated with each level have been plotted in the table below against the services, activities and functions delivered by the University.

<table>
<thead>
<tr>
<th>Activity, service or function</th>
<th>Enhanced protection</th>
<th>Advanced protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education Delivery</strong></td>
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</tr>
<tr>
<td>1. Face to Face lectures</td>
<td>From Monday 16 March, where necessary, lectures 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.</td>
<td>There will be no in-person lectures/ seminars; all delivered and consumed remotely.</td>
</tr>
<tr>
<td>2. Face to face seminars</td>
<td>From Monday 16 March, seminars delivered on site and captured through webinar or similar technology. Students will log in to</td>
<td>There will be no in-person lectures/ seminars; all delivered and consumed remotely.</td>
</tr>
<tr>
<td>Activity, service or function</td>
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</tr>
<tr>
<td>3. Supervision (capstone, PGT and PGR)</td>
<td>No face to face supervisions; all supervision will be conducted remotely.</td>
<td>No face to face supervisions; all supervision will be conducted remotely.</td>
</tr>
<tr>
<td>4. Personal Tutor session</td>
<td>Only undertake remote personal tutoring, with none being undertaken face to face.</td>
<td>Only undertake remote personal tutoring, with none being undertaken face to face.</td>
</tr>
<tr>
<td>5. On campus laboratory-based teaching</td>
<td>Laboratory work for students will be phased out by 20 March. Virtual labs to commence as soon as possible between 16 and 20 March. ESSEXLab sessions to be cancelled until the start of the summer term, when the situation will be reviewed.</td>
<td>Virtual labs used for all lab teaching work. See below for research delivery using labs.</td>
</tr>
<tr>
<td>6. On campus studio work</td>
<td>Studio work for students will be phased out by 20 March, for the remainder of the academic year. Alternative activities to commence as soon as possible between 16 and 20 March, with mitigations in place for catch-up work developed and communicated.</td>
<td>Alternative activities for all studio work.</td>
</tr>
<tr>
<td>7. In course assessment</td>
<td>In course assessments to be delivered remotely where possible.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td>10. Examinations</td>
<td>Summer assessment has not been cancelled but, whenever possible, examinations will not be run that require students to be physically present on campus during the summer term. This applies to all groups of taught students, both undergraduate and postgraduate.</td>
<td>The default position will be that there are no physical exams on any campus in the summer term for all groups of taught students, including PGT wherever possible.</td>
</tr>
<tr>
<td>11. Course development and records</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
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</tr>
<tr>
<td>12. End of Year 1</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td></td>
<td>Both EPAOs have confirmed that they will be delivering the EPA virtually and are in discussions with the Institute for Apprenticeships and Technical Education and the Department for Education to get approval for their plans.</td>
<td>Both EPAOs have confirmed that they will be delivering the EPA virtually and are in discussions with the Institute for Apprenticeships and Technical Education and the Department for Education to get approval for their plans.</td>
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<tr>
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<td>Both EPAOs have confirmed that they will be delivering the EPA virtually and are in discussions with the Institute for Apprenticeships and Technical Education and the Department for Education to get approval for their plans.</td>
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</tr>
<tr>
<td></td>
<td>Research Delivery and Knowledge Exchange</td>
<td>Research Delivery and Knowledge Exchange</td>
</tr>
<tr>
<td>15. Delivery of funded research activities not requiring on site facilities</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td>16. Delivery of funded research activities requiring on site facilities</td>
<td>Considered on a case by case basis by HOD. Where required and approved, research lab work to be maintained by skeleton staff, using standard operating procedures. Contact funders to advise of restrictions to ability to undertake research.</td>
<td>Considered on a case by case basis by HOD. Where essential and approved, research lab work to be maintained by skeleton staff, using standard operating procedures to keep experiments alive. Contact funders to advise of restrictions to ability to undertake research.</td>
</tr>
<tr>
<td>17. REF environment statements</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td>18. REF Impact case studies</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td>19. REF governance and sign off</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
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<tr>
<td>22. Management of and grant claims for existing awards</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td>23. KEF narrative</td>
<td>Undertake remotely.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td>Library</td>
<td>Albert Sloman Library automatic extended loan period implemented from 13 – 18 March with social distancing. From 8am, 18 March, Albert Sloman Library and Loughton library closed to visitors. From 11am, 18 March, the Forum Library in Southend closed to visitors. Study spaces available elsewhere. Loans automatically extended to 24th April and no fines will be charged. Students can return books through the automatic book sorter, as usual.</td>
<td>Albert Sloman Library and Loughton library closed for readers and visitors but telephone and on-line support provided. SBC Forum Library closure is subject to SBC decisions, but expected to remain closed to visitors. The Gateway Building closed.</td>
</tr>
<tr>
<td>24. Loans and access to physical collections</td>
<td></td>
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</tr>
<tr>
<td>25. Provision of digital, content and online resources</td>
<td>Continue as normal, managed remotely, subject to publisher /provider and network resilience.</td>
<td>Continue as normal, managed remotely, subject to publisher /provider and network resilience.</td>
</tr>
<tr>
<td>26. Provision of study spaces</td>
<td>From 8am, 18 March, Albert Sloman Library and Loughton library closed to visitors. From 11am, 18 March, the Forum Library in Southend closed to visitors. Students will continue to have access to study spaces, elsewhere.</td>
<td>Albert Sloman Library and Loughton library closed for readers and visitors but telephone and on-line support provided. SBC Forum Library closure is subject to SBC decisions, but expected to remain closed to visitors.</td>
</tr>
<tr>
<td>27. Helpdesk and enquiry services</td>
<td>Services delivered remotely by staff working from home, via live chat, email or phone.</td>
<td>Services delivered remotely by staff working from home, via live chat, email or phone.</td>
</tr>
<tr>
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<tr>
<td><strong>On site services and facilities (UoE): Catering</strong></td>
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<tr>
<td><strong>29.</strong> On campus Essex food outlets</td>
<td>All catering outlets either closed or takeaway service only from midnight on 20 March. Ensured all cutlery and crockery is now single use and given by staff on request All jugs of water and glasses to be removed from all units All food covered Sanitiser units in all areas front and back of house Air-con not to be used Access to back of house areas restricted to essential staff only Regular monitoring of all these actions</td>
<td>As enhanced protection plus: Take-away services only. This will be in Canteen Cashless only to mitigate risk of cash handling Increased use of pre made foods purchased in light of reduced staffing. Reinforced social distancing messaging, guidance and implementation Monitor staff and student usage and review weekly, considering total closure if/when required.</td>
</tr>
<tr>
<td><strong>30.</strong> Essex Food staffing</td>
<td>Implement reduced on-site staffing levels reflecting agreed services. Other staff working remotely where possible.</td>
<td>Skeleton/essential staff to run units that are open, all others working remotely where possible. Shifts allotted to all available permanent staff on a rota basis Management rota introduced All annual leave and lieu hours will be used by end of March Consider shutting if minimum staffing numbers</td>
</tr>
<tr>
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<tr>
<td>31. Essex Food service delivery and continuity</td>
<td>Contact all suppliers and contractors to ensure continuity of service in line with requirements</td>
<td>Contact all suppliers and contractors to ensure continuity of service in line with requirements</td>
</tr>
<tr>
<td>32. Student Sports Clubs</td>
<td>All student sports club sessions cancelled</td>
<td>All student sports club sessions cancelled</td>
</tr>
<tr>
<td>33. External Sports Clubs and Group Activity Bookings (Hiring facilities for groups of more than 4 people)</td>
<td>All student sports club sessions cancelled</td>
<td>All student sports club sessions cancelled</td>
</tr>
<tr>
<td>34. Essex Sport Gym, Fitness Classes, Sport Courses, Leagues and Tournaments, Individual Hire of Facilities</td>
<td>All student sports club sessions cancelled</td>
<td>All student sports club sessions cancelled</td>
</tr>
<tr>
<td>35. Children's Courses and Holiday Camps (incl. CHUMS)</td>
<td>All activities cancelled</td>
<td>All activities cancelled</td>
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<tr>
<td>36. Large Scale Sporting Events (over 100 people), e.g. External Hire of Essex Sport Arena (Superleague Netball), Derby Day, Sports Awards Dinner</td>
<td>All children’s activities cancelled</td>
<td>All children’s activities cancelled</td>
</tr>
<tr>
<td>37. Outreach and In-reach Activities (visits to/from schools, work experience)</td>
<td>All events cancelled</td>
<td>All events cancelled</td>
</tr>
<tr>
<td>38. Meetings On/Off-Campus with External Organisations</td>
<td>All outreach/in-reach activities cancelled</td>
<td>All outreach/in-reach activities cancelled</td>
</tr>
<tr>
<td>39. Site Visits from Contractors for Inspections/Maintenance (Sport)</td>
<td>All meetings with external organisations to be virtual</td>
<td>All meetings with external organisations to be virtual</td>
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<tr>
<td><strong>On site services and facilities: SU</strong></td>
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<tr>
<td>40. SU clubs and societies</td>
<td>All events and room bookings cancelled. Virtual society activity sustained as much as possible.</td>
<td>No events or room bookings. Virtual society activity sustained as much as possible.</td>
</tr>
<tr>
<td>41. SU bars and catering outlets: SU Bar, SU Bar Food, Starbucks, Top Bar and MOA</td>
<td>Heightened focus on hygiene of front and back of house. All uncovered food displays to be covered or</td>
<td>As enhanced protection plus: Providing essential food availability for</td>
</tr>
<tr>
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<td></td>
<td>removed.</td>
<td>residents in accommodation.</td>
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<td></td>
<td>Porters, CAs and Stores staff to wear gloves</td>
<td>Limited outlets open for take-away services only</td>
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<tr>
<td></td>
<td>Single use crockery and cutlery introduced</td>
<td>Cashless service provision in light of limited cash/ change available on campus.</td>
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<td></td>
<td>Review queue management and ensure safe distance between customers</td>
<td>Increased use of pre made foods purchased in light of reduced staffing</td>
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<td>Takeaway only service offered.</td>
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<td></td>
<td>Extend pre-order and collect service</td>
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<td></td>
<td>Air-con not to be used</td>
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<td></td>
<td>Access to back of house areas restricted to essential staff only.</td>
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<tr>
<td>42. Sub Zero</td>
<td>Nightclub closed</td>
<td>Nightclub closed</td>
</tr>
<tr>
<td>43. SU Shops; The Store, Extra Store, Mini Store, The Kitchen, everythingEssex and Post office</td>
<td>Social distancing in all SU shops.</td>
<td>The SU store serving only from the hatch. Online ordering and halls delivery system.</td>
</tr>
<tr>
<td></td>
<td>The SU store serving only from the hatch.</td>
<td>The mini store working on a one in one out basis.</td>
</tr>
<tr>
<td></td>
<td>Implementation of an online ordering and halls delivery system.</td>
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<tr>
<td></td>
<td>The mini store working on a one in one out basis.</td>
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<tr>
<td>44. SU Advice</td>
<td>Service continues remotely through online/phone delivery</td>
<td>Service continues remotely through online/phone delivery</td>
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<tr>
<td>45. SU Reception</td>
<td>Service continues remotely through online/phone delivery</td>
<td>Service continues remotely through online/phone delivery</td>
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<tr>
<td>46. SU Education team</td>
<td>Service continues remotely through online/phone delivery</td>
<td>Service continues remotely through online/phone delivery</td>
</tr>
<tr>
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<tr>
<td>47. Students' Union Societies</td>
<td>Maintain online communications links remotely with societies</td>
<td>Maintain online communications links remotely with societies</td>
</tr>
<tr>
<td>48. SU Homes</td>
<td>Reduced service continues remotely through online/phone delivery</td>
<td>Reduced service continues remotely through online/phone delivery</td>
</tr>
<tr>
<td>49. SU Lounge, Southend</td>
<td>Social distancing in Lounge.</td>
<td>Lounge closed until further notice.</td>
</tr>
<tr>
<td>50. SU Office, Southend and Just Play</td>
<td>Office closes and all staff are given the choice to work remotely. Just Play is cancelled. If the office is open the door is closed and people are required to knock and wait to allow social distancing</td>
<td>Office closed; all interactions are remote</td>
</tr>
<tr>
<td>51. Corbett Theatre Café and bar, and Roding House Loughton</td>
<td>All closed</td>
<td>All closed</td>
</tr>
<tr>
<td><strong>Pastoral and related provision for students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52. Health Centre provision</td>
<td>Operating in line with NHS guidance</td>
<td>Operating in line with NHS guidance</td>
</tr>
<tr>
<td>53. SWIS support</td>
<td>Offer online service, with Skype/Zoom support</td>
<td>Offer online service, with Skype/Zoom support</td>
</tr>
<tr>
<td>54. Student Hub</td>
<td>Phone and live chat service offered remotely</td>
<td>Phone and live chat service offered remotely</td>
</tr>
<tr>
<td>55. Finance advice</td>
<td>Service offered remotely</td>
<td>Service offered remotely</td>
</tr>
<tr>
<td>56. Hardship support</td>
<td>Offer online service, with Skype/Zoom support</td>
<td>Offer online service, with Skype/Zoom support</td>
</tr>
<tr>
<td>57. Accommodation advice</td>
<td>Reduced service offered remotely</td>
<td>Reduced service offered remotely</td>
</tr>
<tr>
<td>58. Immigration advice</td>
<td>Reduced service offered remotely</td>
<td>Reduced service offered remotely</td>
</tr>
<tr>
<td>59. Residence Life</td>
<td>Continue as normal where possible, with remote support</td>
<td>A reduced service delivered remotely via telephone or email; flat programmes suspended but alternative options delivered via Social Media</td>
</tr>
<tr>
<td>Activity, service or function</td>
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<tr>
<td>60. Study Abroad</td>
<td>All work remotely.</td>
<td>All work remotely.</td>
</tr>
<tr>
<td>61. Critical incident helpline</td>
<td>Expanded SIT capacity, staffed by team and volunteers remotely.</td>
<td>Expanded SIT capacity, staffed by team and volunteers remotely.</td>
</tr>
<tr>
<td>62. Faith Centre</td>
<td>Collective forms of worship not supported on campus.</td>
<td>Collective forms of worship not supported on campus.</td>
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</tbody>
</table>

**Recruitment and Admissions**

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<tr>
<th>Activity, service or function</th>
<th>Enhanced protection</th>
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<tbody>
<tr>
<td>63. Admissions</td>
<td>All staff working from home</td>
<td>All staff working from home</td>
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<tr>
<td>64. CAS issuing</td>
<td>All staff working from home</td>
<td>All staff working from home</td>
</tr>
<tr>
<td>65. Recruitment and outreach off campus</td>
<td>Review situation re updated guidance of all areas will be visiting/type of activity.</td>
<td>Review situation re updated guidance of all areas will be visiting/type of activity.</td>
</tr>
<tr>
<td></td>
<td>Consider PHE guidance re containment/cancelling events.</td>
<td>Consider PHE guidance re containment/cancelling events.</td>
</tr>
<tr>
<td>66. Recruitment and outreach on campus</td>
<td>Cancel or postpone. Management engagement via online activity, including virtual open days as appropriate.</td>
<td>Cancel or postpone. Management engagement via online activity, including virtual open days as appropriate.</td>
</tr>
<tr>
<td></td>
<td>Manage engagement via online activity.</td>
<td>Manage engagement via online activity.</td>
</tr>
<tr>
<td>67. CRM</td>
<td>Work delivered by staff working from home.</td>
<td>Work delivered by staff working from home.</td>
</tr>
<tr>
<td>68. Enquiry management and agent management</td>
<td>Work delivered by staff working from home.</td>
<td>Work delivered by staff working from home.</td>
</tr>
<tr>
<td>69. Wider recruitment and conversion activity</td>
<td>Work delivered by staff working from home.</td>
<td>Work delivered by staff working from home.</td>
</tr>
<tr>
<td>70. Wider travel</td>
<td>Work delivered by staff working from home (as before). Review all advice re containment</td>
<td>Work delivered by staff working from home (as before). Review all advice re containment</td>
</tr>
<tr>
<td>71. Market intelligence</td>
<td>Work delivered by staff working from home.</td>
<td>Work delivered by staff working from home.</td>
</tr>
</tbody>
</table>

**Communications and events**
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>72. Website</td>
<td>Work delivered by staff working from home. Key staff to come on site. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
<td>Work delivered by staff working from home. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
</tr>
<tr>
<td>73. Social media</td>
<td>Work delivered by staff working from home. Key staff to come on site. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
<td>Work delivered by staff working from home. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
</tr>
<tr>
<td>74. Internal communications</td>
<td>Work delivered by staff working from home. Key staff to come on site. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
<td>Work delivered by staff working from home. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
</tr>
<tr>
<td>75. External communications</td>
<td>Work delivered by staff working from home. Key staff to come on site. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
<td>Work delivered by staff working from home. Enhanced focus of communications on supporting understanding and awareness of COVID-19 measures.</td>
</tr>
<tr>
<td>76. Reception services</td>
<td>Move to non-face to face arrangements/use answerphone to provide updates if university campuses need to move to restricted opening.</td>
<td>Move to non-face to face arrangements/use answerphone to provide updates if university campuses need to move to restricted opening.</td>
</tr>
<tr>
<td>77. Alumni engagement</td>
<td>Work delivered by staff working from home. Key staff to come on site.</td>
<td>Work delivered by staff working from home.</td>
</tr>
<tr>
<td>78. Events</td>
<td>Short term planning etc. can be delivered by staff working from home. Review events scheduled for the expected period of Enhanced Protection and then</td>
<td>Short term planning etc. can be delivered by staff working from home. Cancel, postpone all events scheduled for the period of Advanced Protection.</td>
</tr>
<tr>
<td>Activity, service or function</td>
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</tr>
<tr>
<td><strong>IT systems and communications</strong></td>
<td>cancel, postpone where necessary.</td>
<td>Majority of staff remote working. Key staff to come on site if necessary.</td>
</tr>
<tr>
<td><strong>IT systems and communications</strong></td>
<td>Key staff to come on site.</td>
<td>Selected IT Labs to remain open with social distancing measures implemented.</td>
</tr>
<tr>
<td>79. Provision of key IT services</td>
<td>Majority of staff remote working. Key staff to come on site.</td>
<td>Majority of staff remote working. Key staff to come on site if necessary.</td>
</tr>
<tr>
<td>80. IT Helpdesk</td>
<td>Reduced service provided remotely</td>
<td>Reduced service offered remotely</td>
</tr>
<tr>
<td>81. Provision of telephony services</td>
<td>Majority of staff remote working. Key staff to come on site.</td>
<td>Majority of staff remote working. Key staff to come on site if necessary.</td>
</tr>
<tr>
<td>82. Management of online learning solutions</td>
<td>Majority of staff remote working. Key staff to come on site.</td>
<td>Majority of staff remote working. Key staff to come on site if necessary.</td>
</tr>
<tr>
<td>83. Provision of remote support to home workers</td>
<td>Majority of staff remote working. Key staff to come on site.</td>
<td>Majority of staff remote working. Key staff to come on site if necessary.</td>
</tr>
<tr>
<td><strong>Security and patrol officers</strong></td>
<td>Continue as normal and monitor self-isolation requests. In fill with agency staff should minimal levels not be met by in house staff</td>
<td>Continue as normal and monitor self-isolation requests. In fill with agency staff should minimal levels not be met by in house staff</td>
</tr>
<tr>
<td>84. Security and patrol officers staffing</td>
<td>In Southend fully utilise agency security to infill any staff shortages with particular attention to night fire watch at Uni Sq. accommodation</td>
<td>In Southend fully utilise agency security to infill any staff shortages with particular attention to night fire watch at Uni Sq. accommodation</td>
</tr>
<tr>
<td></td>
<td>Annual leave may be cancelled.</td>
<td>Annual leave may be cancelled.</td>
</tr>
<tr>
<td><strong>Security and patrol officers</strong></td>
<td>Emergency response only to self-isolation buildings.</td>
<td>Emergency response only to self-isolation buildings.</td>
</tr>
<tr>
<td>85. Security and patrol officers service delivery</td>
<td>Lockdown of buildings not in use.</td>
<td>Rigorous implementation of social distancing protocol to be maintained and foot patrols to be aware and ensuring compliance.</td>
</tr>
<tr>
<td></td>
<td>Consideration for increased welfare support required</td>
<td></td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
<td>Advanced protection</td>
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<td>-------------------------------</td>
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<td>---------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lockdown of buildings not in use. This is essential to the safety of the campus given the limited security resource available.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Messaging/Comms to all non-critical departmental staff and contractors to stay away from campus, and a list of staff deemed critical to be circulated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consideration for increased welfare support required.</td>
</tr>
<tr>
<td>Soft FM Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>86. Soft FM: staffing</td>
<td>All non-front line staff work from home where possible.</td>
<td>All non-front line staff work from home where possible.</td>
</tr>
<tr>
<td></td>
<td>Team Clean/Specialist Team Clean Managers to review staff numbers daily and consider which services can be reduced/cancelled if necessary, in consultation with their Line Manager as appropriate.</td>
<td>Team Clean/Specialist Team Clean Managers to review staff numbers daily and all non-essential tasks cancelled, essential tasks reduced where possible.</td>
</tr>
<tr>
<td></td>
<td>All staff cc those persons who would cover in their absence in any important emails and update them regarding any other important information.</td>
<td>All staff cc those persons who would cover in their absence in any important emails and update them regarding any other important information.</td>
</tr>
<tr>
<td></td>
<td>Where either the Line Manager or staff members are working remotely, Line Manager ensures regular contact is maintained, including by phone. In the absence of any Line Manager, Covering Manager to ensure contact is maintained for absentee’s direct reports.</td>
<td>Where either the Line Manager or staff members are working remotely, Line Manager ensures regular contact is maintained, including by phone. In the absence of any Line Manager, Covering Manager to ensure contact is maintained for absentee’s direct reports.</td>
</tr>
<tr>
<td></td>
<td>Management team communicate regular updates to front line operational staff.</td>
<td>Management team communicate regular updates to front line operational staff.</td>
</tr>
</tbody>
</table>
## Activity, service or function

### Enhanced protection

- Relevant Manager ordering any product or service ensures our staff are available to receive them on site.
- Prompt checking of what has been supplied vs order to identify any key items not delivered.

- Management team communicate regular updates to front line operational staff.

### Advanced protection

- Only essential items ordered and relevant Manager ordering any product or service ensures our staff are available to receive them on site.
- Prompt checking of what has been supplied vs order to identify any key items not delivered.

- Management team communicate regular updates to front line operational staff.
<table>
<thead>
<tr>
<th>Activity, service or function</th>
<th>Enhanced protection</th>
<th>Advanced protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91. Accommodation staffing arrangements</td>
<td>All staff work from home where possible. Managers to review available staff numbers daily and consider which services can be reduced/cancelled if necessary. All staff CC those persons who would cover in their absence in any important emails and update them regarding any other important information.</td>
<td>All staff work from home where possible. Managers to review available staff numbers daily and consider which services can be reduced/cancelled if necessary. All staff CC those persons who would cover in their absence in any important emails and update them regarding any other important information.</td>
</tr>
<tr>
<td>92. Accommodation: supporting wellbeing &amp; reduced anxiety</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
<td>Advanced protection</td>
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<tr>
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<td>---------------------</td>
</tr>
<tr>
<td>93. Accommodation: self-isolation and reducing risks of contracting Covid-19</td>
<td>Shared access to SWIS information regarding new self-isolation cases. Information transferred to KX for Soft FM teams. Staff working from home are kept informed of developments and requirements by line manager.</td>
<td>Shared access to SWIS information regarding new self-isolation cases. Information transferred to KX for Soft FM teams. Staff working from home are kept informed of developments and requirements by line manager.</td>
</tr>
<tr>
<td>94. Student Accommodation (external provision)</td>
<td>Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part.</td>
<td>Along with Student Lets, update PBSA providers, advising them of University mitigations. Provide information to Derwent FM and Maltings for comparable actions on their part.</td>
</tr>
<tr>
<td><strong>Post Room and Central Stores</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>95. Post Room and Central Stores: staffing</td>
<td>Enhanced cross-working between teams to provide service. Service may take longer to deliver.</td>
<td>A minimum of two members of staff in the Post Room need to be available in order to process incoming and outgoing mail. A minimum of two members of staff in Central Stores need to be available to place orders for urgent parts not held in store, to fulfil requests for stock items and to manage the luggage storage for students.</td>
</tr>
<tr>
<td>96. Post Room and Central Stores: services and supply chain</td>
<td>Courier service reduced to one delivery a week if needed. NB Departments to take responsibility for opening post, scanning/emailing to staff working from home where appropriate, and posting private or confidential items to individuals at their home addresses.</td>
<td>Courier service reduced to one delivery a week where needed. Students to collect mail and parcels from Post Room. Post runs will take place once a day to staffed areas. Where Departments and Services are working from home, Post Room will redirect mail where requested. Otherwise, deliveries will be held in Post Room for collection by appropriate Departmental / Section staff, who should update Post Room accordingly.</td>
</tr>
<tr>
<td><strong>Wivenhoe House Hotel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>97. Wivenhoe House Hotel (WHH)</td>
<td>Hotel continues to operate with reducing demand. EHS students withdrawn from shifts from midnight 17 March.</td>
<td>Hotel closed. Consideration for alternative use to support Covid-19 activities (e.g. NHS). Admin activities taking place remotely.</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
<td>Advanced protection</td>
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<tr>
<td></td>
<td>Consideration given to maintaining skeleton staff, to service the existing levels of business. Admin activities start to take place remotely.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No cash taken at tills from 18 March.</td>
<td></td>
</tr>
<tr>
<td>98. WHH Accommodation</td>
<td>Reduced service, demand expected to be low. Bedrooms to be serviced on departure only, limiting interaction between people. Areas of hotel shut down to improve efficiency and save money.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As above.</td>
<td></td>
</tr>
<tr>
<td>99. WHH Restaurant &amp; Afternoon Tea</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social distancing employed in restaurant and lounges from 17 March. Restaurant and Aft. Tea closed from after service on 20 March Room Service breakfast only, until 23 March, no breakfast thereafter.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>100. WHH Weddings</td>
<td>Last wedding went ahead on Saturday 21 March, 24 guests, adopting social distancing. All wedding cancelled/postpones up until the end of June 2020.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All events currently cancelled up to end of May</td>
<td></td>
</tr>
<tr>
<td>101. WHH Conferences</td>
<td>All conferences have cancelled or postponed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>102. WHH Small meetings</td>
<td>All meetings have cancelled or postponed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>103. WHH Private dining</td>
<td>All cancelled/postponed until the end of June 2020.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>104. WHH Events</td>
<td>WHH organised events over 50 guests to be cancelled / postponed. Social distancing adopted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>Activity, service or function</td>
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<td>Advanced protection</td>
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</tr>
<tr>
<td><strong>Grounds and sustainability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105. Grounds</td>
<td>Snow and Ice works - 8 staff present unless any direct self-isolation, so work would take longer than normal so will start work earlier and take longer. General works - Just H&amp;S work taking place keeping external areas safe. Monthly contracted routine H&amp;S tree work wouldn’t take place. New landscaping at South Courts would not be delivered for the start of AY20/21</td>
<td>Snow and Ice works - 6 UoE staff from a normal 15 required can be present. Bolstered with additional 5 contracted unless any direct self-isolation. Work would take longer than normal 5 staff on site doing H&amp;S, litter and priority work keeping external areas safe. Monthly contracted routine H&amp;S tree work may not take place.</td>
</tr>
<tr>
<td>106. Travel and Transport</td>
<td>Staff working remotely. Possible H&amp;S improvements to roads and cycle ways may be delayed if contractors cannot work or be managed/permited by UoE staff.</td>
<td>Staff working remotely. Possible H&amp;S improvements to roads and cycle ways may be delayed if contractors cannot work or be managed/permited by UoE staff.</td>
</tr>
<tr>
<td>107. Sustainability and Energy</td>
<td>Staff working remotely.</td>
<td>Staff working remotely.</td>
</tr>
<tr>
<td><strong>Event Essex</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>108. Event Essex staffing</td>
<td>All Event staff working remotely currently, unless a specific requirement is determined and approved. Upcoming events cancelled on both campuses (one month ahead unless otherwise determined and approved). No delivered catering service on either</td>
<td>All Event staff working remotely currently, unless a specific requirement is determined and approved. Upcoming events cancelled on both campuses (one month ahead unless otherwise determined and approved). No delivered catering service on either campus</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
<td>Advanced protection</td>
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<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>109. Event Essex service delivery and continuity</td>
<td>No service provision at Colchester currently, unless a specific requirement is determined and approved.</td>
<td>No service provision at Colchester currently, unless a specific requirement is determined and approved.</td>
</tr>
<tr>
<td></td>
<td>In Southend service provided to student nurses to facilitate accommodation move-out / arrival, (admin key cutting etc.) This service is required approx. once a month.</td>
<td>In Southend service provided to student nurses to facilitate accommodation move-out / arrival, (admin key cutting etc.) This service is required approx. once a month.</td>
</tr>
<tr>
<td></td>
<td>Upcoming language and summer schools cancelled (one month ahead unless otherwise determined).</td>
<td>Upcoming language and summer schools cancelled (one month ahead unless otherwise determined).</td>
</tr>
</tbody>
</table>

**Commercial Management: Knowledge Gateway**

<table>
<thead>
<tr>
<th>110. Management team</th>
<th>Staff to work from home. Relevant equipment provided.</th>
<th>Staff to work from home. Relevant equipment provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>111. Tenant occupation</td>
<td>Tenant decision for staff to continue to work at KG offices. Current trend is for staff to work from home, where possible.</td>
<td>Tenant decision for staff to continue to work at KG offices. Current trend is for staff to work from home, where possible.</td>
</tr>
<tr>
<td></td>
<td>NB Innovation Centre accessible for critical and essential customer use only and un-staffed by the centre team. The central Oxford Innovation team will be managing any questions, information or further dissemination of government advice from the 1st of April. The ICKG centre team will not be able to respond to any matters from this point.</td>
<td></td>
</tr>
<tr>
<td>112. Hard services</td>
<td>Maintenance and Capital Development continuity plan will apply</td>
<td>Maintenance and Capital Development continuity plan will apply</td>
</tr>
<tr>
<td>113. Soft FM Services</td>
<td>Soft FM Services continuity plan will apply</td>
<td>Soft FM Services continuity plan will apply</td>
</tr>
<tr>
<td>114. Compliance services</td>
<td>Maintenance and Capital Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintenance and Capital Development</td>
<td>Maintenance and Capital Development</td>
</tr>
<tr>
<td>Activity, service or function</td>
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</tr>
<tr>
<td><strong>115. Network and broadband support services</strong></td>
<td>IT systems and communications continuity plan will apply</td>
<td>IT systems and communications continuity plan will apply</td>
</tr>
<tr>
<td><strong>116. Rent collection and finance support</strong></td>
<td>Financial Management continuity plan will apply</td>
<td>Financial Management continuity plan will apply</td>
</tr>
<tr>
<td><strong>117. External communication support</strong></td>
<td>CER remote working. Continue as normal</td>
<td>CER remote working. Continue as normal</td>
</tr>
<tr>
<td><strong>118. Meetings and appointments</strong></td>
<td>Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.</td>
<td>Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.</td>
</tr>
<tr>
<td><strong>119. Studio X</strong></td>
<td>Studio X is closed to all except staff in general. The Studio was closed for 72 hours on 19th March due to a member of staff potentially being exposed to the virus.</td>
<td>Studio X to close until virus contagion subsides.</td>
</tr>
</tbody>
</table>

### Commercial Management: Central Campus

<p>| Tenant occupation | Tenant decision for staff to continue to work at offices. Current trend is for staff to work from home, where possible. Waterstones, Talking Newspaper have closed their units for the foreseeable future. | Tenant decision for staff to continue to work at offices. Current trend is for staff to work from home, where possible. Waterstones, Talking Newspaper have closed their units for the foreseeable future. |
| Hard services | Maintenance and Capital Development continuity plan will apply | Maintenance and Capital Development continuity plan will apply |
| Soft FM Services | Soft FM Services continuity plan will apply | Soft FM Services continuity plan will apply |
| Compliance services | Maintenance and Capital Development continuity plan will apply | Maintenance and Capital Development continuity plan will apply |
| Network and broadband support services | IT systems and communications continuity plan will apply | IT systems and communications continuity plan will apply |
| Rent collection and finance support | Financial Management continuity plan will apply | Financial Management continuity plan will apply |
| External communication support | CER remote working. Continue as normal | CER remote working. Continue as normal |
| Meetings and appointments | Staff to avoid face to face meetings. Use | Staff to avoid face to face meetings. Use |</p>
<table>
<thead>
<tr>
<th>Activity, service or function</th>
<th>Enhanced protection</th>
<th>Advanced protection</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>remote conference call facilities And Zoom, where possible.</td>
<td>remote conference call facilities And Zoom, where possible.</td>
</tr>
<tr>
<td><strong>Commercial Management – Business Incubation Centre</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>129. Management team</td>
<td>All staff to work remotely from home. All staff has been provided the necessary equipment.</td>
<td>All staff to work remotely from home. All staff has been provided the necessary equipment.</td>
</tr>
<tr>
<td>130. Reception team</td>
<td>The last two tenants advised they would now be working from home and left the offices this morning (24/03/2020). All staff to work remotely from home. All staff has been provided the necessary equipment.</td>
<td>Tenants have been notified.</td>
</tr>
<tr>
<td>131. Tenant occupation</td>
<td>Tenant decision for staff to continue to work at BIC offices. Current trend is for staff to work from home, where possible. At this time 3 companies are still using the BIC.</td>
<td>Tenant decision for staff to continue to work at BIC offices. Current trend is for staff to work from home, where possible.</td>
</tr>
<tr>
<td>132. Hard services</td>
<td>Maintenance and Capital Development continuity plan will apply</td>
<td>Maintenance and Capital Development continuity plan will apply</td>
</tr>
<tr>
<td>133. Soft FM Services</td>
<td>Soft FM Services continuity plan will apply</td>
<td>Soft FM Services continuity plan will apply</td>
</tr>
<tr>
<td></td>
<td>Tenant office cleaning is being reviewed on a weekly basis. At this time tenants have advised cleaning of offices can be suspended. Common areas continue to be cleaned.</td>
<td></td>
</tr>
<tr>
<td>134. Compliance services</td>
<td>Maintenance and Capital Development continuity plan will apply</td>
<td>Maintenance and Capital Development continuity plan will apply</td>
</tr>
<tr>
<td>135. Network and broadband support services</td>
<td>IT systems and communications continuity plan will apply</td>
<td>IT systems and communications continuity plan will apply</td>
</tr>
<tr>
<td>136. Rent collection and finance support</td>
<td>Financial Management continuity plan will apply</td>
<td>Financial Management continuity plan will apply</td>
</tr>
<tr>
<td></td>
<td>All tenants pay by S/O</td>
<td>All tenants pay by S/O</td>
</tr>
</tbody>
</table>
### Activity, service or function

<table>
<thead>
<tr>
<th></th>
<th>Enhanced protection</th>
<th>Advanced protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>137.</td>
<td>External communications support</td>
<td>CER remote working. Continue as normal</td>
</tr>
<tr>
<td>138.</td>
<td>Meetings and appointments</td>
<td>Staff to avoid face to face meetings. Use remote conference call facilities And Zoom, where possible.</td>
</tr>
<tr>
<td>139.</td>
<td>Post management</td>
<td>Security reception contingency re Southend will apply. Building reception suspended until further notice. Security will deliver post twice per day to the BIC, where required.</td>
</tr>
<tr>
<td>140.</td>
<td>Visitor management</td>
<td>Minimum 1 member of team required on site, if occupants continue to use BIC – remote working for remaining staff. Security reception contingency re Southend will apply. Building reception suspended until further notice. Tenants can continue to access the property by way of access control during core working hours. The property is closed from 17:30am and weekends until further notice. Tenants have been notified. Tenants have been advised not to have visitors to the building. If visitors are essential, tenants must notify security in advance and collect their visitor from the main entrance themselves.</td>
</tr>
</tbody>
</table>

### Maintenance and Capital Development

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>141.</td>
<td>Lifts</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td><strong>142. Air Conditioning/Ventilation</strong></td>
<td>Assuming Contract company allow staff to remain (and they wish to remain) Remove from service non-essential provisions in non-operational/open areas and render safe. Ensure vital services are checked and maintained frequently. Contact to be made with IT Services to look to park as many servers as possible to allow future recovery. ITS services to announce their business/crisis recovery plan.</td>
</tr>
<tr>
<td><strong>143. Water Hygiene</strong></td>
<td>Assuming Contract company allow staff to return (and they wish to return) all areas closed for service to be rendered safe/drained as appropriate. Consider (subject to resource availability) enhanced flushing regime due to increase in “little used areas” or consider appropriateness of draining down. Staff to respond to areas of increased concern (residential etc).</td>
</tr>
<tr>
<td><strong>144. Fire Alarms</strong></td>
<td>Assuming Contract company allow staff to remain (and they wish to remain) restrict workload to breakdowns only.</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
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<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td></td>
<td>Vacated buildings to be closed and rendered safe.</td>
</tr>
<tr>
<td></td>
<td>Items of critical equipment that are still required to run to be identified (IT services for example) and agreement reached regarding monitoring/maintenance regimes.</td>
</tr>
<tr>
<td>145. Gas Boilers</td>
<td>Continue as normal, advise staff to be vigilant with hygiene and take note of risk groups: Consider restricting 'at risk' individuals to areas of less risk. Contact contract company for guidance on how they want to continue. For areas rendered closed, adjust/turn off heating systems as appropriate. Consider need for enhanced PPMs etc. (resource dependent) to maintain operational status of essential equipment</td>
</tr>
<tr>
<td>146. Intruder alarms</td>
<td>Vacated, non-operational buildings to be secured and alarms set for remote monitoring with Security team. Consider restricting 'at risk' individuals to areas of less risk. Contact contract company for guidance on how they want to continue</td>
</tr>
<tr>
<td>147. Fire Extinguishers</td>
<td>Assuming Contract company allow staff to return (and they wish to return) Staff to</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
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<tr>
<td></td>
<td>respond to areas of Highest priority only.</td>
</tr>
<tr>
<td></td>
<td>Primary focus of service support on remaining occupied areas of residential and operational estate.</td>
</tr>
<tr>
<td>148. Smaller contracts</td>
<td>Assuming Contract company allow staff to return (and they wish to return) decide individually if 1: the job is necessary 2: the job will put the contractor at risk.</td>
</tr>
<tr>
<td>149. HV Supplies</td>
<td>Assuming Contract company allow staff to remain (and they wish to remain) restrict workload to breakdowns only. Decide individually if 1: the job is necessary 2: the job will put the contractor at risk</td>
</tr>
<tr>
<td>150. Auto Doors</td>
<td>Assuming Contract company allow staff to return (and they wish to return) decide individually if 1: the job is necessary 2: the job will put the contractor at risk.</td>
</tr>
<tr>
<td>151. Generators (fuel supply)</td>
<td>Assuming Contract company allow staff to return(and they wish to return) decide individually if 1: the job is necessary 2: the job will put the contractor at risk.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
</tr>
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<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>152. Drainage</td>
<td>Assuming Contract company allow staff to return (and they wish to return) decide individually if 1: the job is necessary 2: the job will put the contractor at risk. Site inspections to be arranged to ensure traps/wastes do not dry out etc.</td>
</tr>
<tr>
<td>153. Major Capital projects:</td>
<td>Projects on site will continue but may be subject to disruption. Enhanced staff awareness and vigilance with hygiene and take note of risk groups: Consider restricting 'at risk' individuals to areas of less risk (site compound only). Contact contractor company for guidance on how they want to continue and their ability to deliver against programme.</td>
</tr>
<tr>
<td>- Eddington Tower refurbishment</td>
<td></td>
</tr>
<tr>
<td>- North Causeway teaching centre (NTC2)</td>
<td></td>
</tr>
<tr>
<td>154. Minor capital/revenue project work</td>
<td>Dynamic RA review of on-site projects and contractors resource/availability.. Identify any projects where delivery may be hampered by lack of staff or contractor resource and consider operational and financial impact of potential project halt.</td>
</tr>
<tr>
<td>Other works:</td>
<td></td>
</tr>
<tr>
<td>1. Fire Compartmentation University square – Contractor has withdrawn from site and will review in 3-4 weeks.</td>
<td></td>
</tr>
<tr>
<td>2. Fire Doors – Contractor has scaled</td>
<td></td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>155. Nursery: customer implications</td>
<td>Nursery open only for key workers’ children.</td>
</tr>
<tr>
<td>156. Nursery: Infection Control</td>
<td>Guidance from PHE</td>
</tr>
<tr>
<td>157. Nursery: Communication</td>
<td>Parents communicated via email and text</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>158.</strong> Nursery: Technical Resilience and Capability</td>
<td>Staff not available to work can undertake online training, update tapestry and conduct telephone supervision if well enough.</td>
</tr>
<tr>
<td><strong>159.</strong> Nursery: Supply and Services</td>
<td>Inform Professional Nursery Kitchen of reduction in service and make food amends as necessary</td>
</tr>
<tr>
<td><strong>160.</strong> Nursery: Key events and training</td>
<td>Review the necessity of cancellation of key extra events such as holiday club and the summer fair.</td>
</tr>
</tbody>
</table>

**ECS Customer Services Section**

<p>| 161. Management of contractor access and key distribution. | Those who are able to come onto campus do so. Minimum 2 x Contractor Management operatives (from a multi-skilled pool of 10) required on site. | Minimum 1 x Contractor Management operatives (from a multi-skilled pool of 10) required on site. Enhanced Social distancing measures implemented – Closed door working with no face to face contact and communication via telephone and utilisation of the key drop box to transfer contractor keys. Enhanced cleaning protocol for transferred items. |
| 162. Maintaining helpdesk Work Order management and customer liaison | Remote working possible (9 trained staff, 8 with VPN and necessary facilities to work from home) | Remote working possible (9 trained staff, 8 with VPN and necessary facilities to work from home) |
| 163. Maintaining Operational Customer | Those who are able to come onto campus do so. Remote working possible for this activity. | Only undertake remote work activity. |</p>
<table>
<thead>
<tr>
<th>Activity, service or function</th>
<th>Enhanced protection</th>
<th>Advanced protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication activity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>164. Maintaining support for essential IT systems.</td>
<td>Those who are able to come onto campus do so. Remote working possible for this activity.</td>
<td>Only undertake remote work activity.</td>
</tr>
<tr>
<td>165. Maintaining Support and logistical planning for Core Activities.</td>
<td>Those who are able to come onto campus do so. Remote working possible for this activity. Project work offered as alternative if this activity is not required.</td>
<td>Only undertake remote work activity. Project work offered as alternative if this activity is not required.</td>
</tr>
<tr>
<td>166. Maintaining ECS H&amp;S support.</td>
<td>Those who are able to come onto campus do so. Remote working possible for this activity.</td>
<td>Only undertake remote work activity.</td>
</tr>
<tr>
<td>167. UECS Compliance Monitoring.</td>
<td>Undertake remotely</td>
<td>Undertake remotely</td>
</tr>
<tr>
<td>168. Event and works Authorisation.</td>
<td>Undertake remotely if required.</td>
<td>Undertake remotely if required.</td>
</tr>
<tr>
<td>169. Arrivals planning</td>
<td>Only undertake remote work activity.</td>
<td>Only undertake remote work activity.</td>
</tr>
<tr>
<td>170. Project work.</td>
<td>Completed remotely if feasible, can be deferred.</td>
<td>Completed remotely if feasible, can be deferred.</td>
</tr>
<tr>
<td>171. Risk Register review activity.</td>
<td>Undertake remotely</td>
<td>Undertake remotely</td>
</tr>
<tr>
<td>Governance and management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>172. Governance functions (USG, Council)</td>
<td>Senior management representation on site at all times. Rota system for teams. Council and USG meetings managed remotely.</td>
<td>Senior management representation on site at all times. Rota system for teams. Council and USG meetings managed remotely.</td>
</tr>
<tr>
<td>173. VCRO Office</td>
<td>Rota system established, with two members of staff in the office and all others working remotely.</td>
<td>All working remotely.</td>
</tr>
<tr>
<td>174. Financial management</td>
<td>Staff working remotely where appropriate.</td>
<td>All working remotely.</td>
</tr>
<tr>
<td>Activity, service or function</td>
<td>Enhanced protection</td>
<td>Advanced protection</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>175. Finance (cash)</td>
<td>Rota system established and in operation.</td>
<td>All cash services put on hold.</td>
</tr>
<tr>
<td>176. Planning</td>
<td>Staff working remotely where appropriate.</td>
<td>All working remotely.</td>
</tr>
<tr>
<td>177. People and Culture: ERR</td>
<td>Staff working remotely where appropriate.</td>
<td>All working remotely.</td>
</tr>
<tr>
<td></td>
<td>Job interviews to be conducted by Zoom or other remote technology.</td>
<td>Job interviews to be conducted by Zoom or other remote technology. Annual leave may be cancelled across teams.</td>
</tr>
<tr>
<td></td>
<td>All working remotely.</td>
<td>Scope of work changed to reflect priorities</td>
</tr>
<tr>
<td>178. Running payroll</td>
<td>Staff working remotely where appropriate.</td>
<td>Undertake remotely.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual leave may be cancelled.</td>
</tr>
<tr>
<td>179. Organisational Development</td>
<td>Continue as normal, with reduced service offered remotely if necessary</td>
<td>All work undertaken remotely</td>
</tr>
<tr>
<td>180. Occupational Health</td>
<td>Continue as normal, prioritising cases</td>
<td>Work undertaken remotely or via alternative locations (e.g. for vaccinations).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cases prioritised.</td>
</tr>
<tr>
<td>181. Health and Safety</td>
<td>Reduced service: responses made to incidents and fire assessments undertaken</td>
<td>Reduced service: responses made to incidents and fire assessments undertaken</td>
</tr>
</tbody>
</table>