

Faculty of Humanities: Guidance for the safe and phased reopening of our buildings

This document sets out the Faculty of Humanities specific guidance for managers, to support our plans for the safe and phased reopening of our buildings, for our Academic and PS colleagues.

Please read this document in conjunction with the latest University level guidance available on Staffnet: <https://www.staffnet.manchester.ac.uk/campus-reopening-corporate-support/>.

There is also a helpful set of FAQs available on StaffNet: <https://www.staffnet.manchester.ac.uk/campus-reopening-corporate-support/faqs/>

This guidance is based on the current alert levels and may change at short notice if the alert level is changed or for further local/national lockdowns are implemented.

Document Version 2: correct as of 09/09/2020 and subject to review by 08/10/2020 at the latest.

1) Guidance for managing the safe and controlled reopening of our buildings

General points

- Our first priority should be the safety and wellbeing of our colleagues and students.
- There will be no full or unrestricted return to campus.
- Staff should only return to work on campus at the explicit request of their line manager. Working arrangements will be agreed with their line manager and signed off by the relevant DoFO or HoSO who are responsible for maintaining overall oversight of occupancy levels in the building.
- Different colleagues will return to our buildings at different stages, and our return to our buildings will be phased over a number of weeks.
- Managers will aim to give staff at least one week's notice of a date for them to return to work on campus.
- Optimal social distancing (2m) measures will result in a significant reduction of capacity (<30%) on the campus but remains the most safe option.
- We must seek to balance restricting numbers of colleagues in our buildings to maintain social distancing, ensuring that we have appropriate staffing in place to support our on-campus student activities and lab based activity.
- Everyone should adhere to social distancing guidelines whilst in our buildings and whilst moving around campus. Where a colleague, student or PGR is not adhering to social distancing, colleagues are encouraged to politely remind them or, alternatively, inform their line manager/relevant student office. All should be prepared to accept feedback about their social distancing.

Covid-secure buildings

- Working with Estates we will need to ensure buildings meet the requirements for a 'Covid-secure' workplace.
- The work to ensure this is in place will be coordinated through the Humanities Campus Reopening Group supported by the Director of Faculty Operations (DoFO) and Heads of School Operations (HoSOs).
- Measures to ensure our buildings are 'Covid-secure' will include risk assessments, social distancing measures, low density occupancy of our buildings, rotas, handwashing and hand sanitisation provision, installation of Perspex screens in reception and student services areas, face coverings, workflows to minimise movement to different areas of the building and contact with other people in the building, staff induction and communications plans.
- We are following HSE advice and legislation to ensure ventilation and air-conditioning plant operational adjustments are in line with HSE guidance.

- [Cleaning protocols](#) have been established including the use of a long-acting preventative anti-virus cleaning product, in areas including lecture theatres, labs and offices. Frequent touch points such as lifts, door handles, kitchens and toilets, will all be cleaned thoroughly each morning by Estates staff.
- The '[Managing COVID-19 Infection on Campus](#)' guidance must be followed if someone on campus develops coronavirus/COVID-19. The guidance describes everyone's responsibilities and is for everyone working on the campus: including staff, students, line managers and supervisors.
- Two face coverings each will be provided to staff and students and distributed via the School/Faculty Office. Face covering must be worn indoors in all areas, apart from single user offices. This also includes in face-to-face teaching spaces and shared workspaces. They are NOT as a substitute for social distancing.

Working arrangements (academic and PS staff)

- Once our buildings are open the majority of colleagues will continue to work from home for a significant part, and for some, all of their working week.
- Colleagues will only be required to return to campus where there is a specific business need identified by the relevant HoS/HoSO/DoFO. Eg delivering small group teaching, provision of student services.
- To maintain overall social distancing measures in our buildings for those staff who need to be on campus, colleagues are expected to continue to work from home for at least two or three days a week where appropriate for their role and where it is safe for them to do so. Each individual's working arrangements will be agreed with their line manager and must be signed off by the relevant HoSO or DoFO who are responsible for maintaining overall oversight of occupancy levels in the building.
- Local records of working arrangements for Academic staff, PS staff and PGRs must be kept and any changes to an individual's working arrangements will be agreed with their line manager and signed off by the relevant HoSO or DoFO who are responsible for maintaining overall oversight of occupancy levels in the building.
- Where colleagues share an office, the office space should be assessed by a manager designated by the relevant HoSO/DoFO and University guidance should be followed. A rota system to reduce the number of people in the office at any one time will need to be put in place and we must ensure that they can sit at least 2 metres apart from colleagues.
- Staff and students will need to be provided with [guidance on vulnerability](#) in relation to COVID-19 and asked to self-declare if the nature of their work or interactions on the campus require measures beyond those already in place to make the campus COVID-secure.
- Existing flexible working arrangements should be accommodated when designing rotas.
- Given the potential for ongoing local lockdowns or self-isolation requirements, due to a positive Covid-19 case, colleagues should not leave essential equipment and personal belongings in their offices.
- Where possible we will seek to allow the return to campus of staff and PGR students who cannot easily work from home, or who would benefit, in terms of their personal wellbeing, from returning to campus. This will be subject to local discretion.
- All staff should be asked to review and update their personal records in My View so that managers can contact staff if needed in the event of an outbreak or cluster of COVID-19 infection in a relevant work area or group.

Arrangements for the opening of buildings

- During the first week of opening, buildings will normally be accessible to a limited group of staff only. After the first week of opening, further staff and students (including PGRs) can also access the building subject to confirmation from the HoSO/DoFO.
- Current access controls will remain in place until term starts. HoSOs/DoFO should liaise with John Ashton about access prior to the start of term.

- Individual academic and PS offices can be accessed by their occupant when advised by the Lead for their building (HoSO or DoFO- see appendix A). However, to maintain overall social distancing measures in our buildings, colleagues are encouraged to continue to work from home for at least two or three days a week where possible, if they have a suitable work space at home.
- Colleagues may not be seated at their usual desk and in some cases may be asked to work in a different office or building.
- Plans for building reopening will need to accommodate staff who are based in the building from other parts of the institution (e.g. Finance staff or HR staff) as well as any external organisations which are hosted in the building (e.g. UK MED).
- Staff inductions are essential to ensure staff are aware of safe practice procedures. This must be led by the Line Manager and the Team Leader. All staff returning must be provided with Individual Guidance Document (to be published) in advance of accessing the campus. Line manager should arrange a pre-start meeting with each team via MS Teams or Zoom to discuss safe practice and provide opportunity to discuss the issues and address any queries.

Meetings and visitors

- Meetings should continue to be held virtually utilising Zoom or MS Teams. Even if all participants for a meeting are present on the campus, please arrange meetings via Zoom or MS Teams.
- If, exceptionally, any meetings are held on campus then 2m social distancing must be adhered to by all attendees and face coverings must be worn.
- Only current staff and current students should be accessing our buildings. Any engagement with visitors should be virtual, exceptions must be signed off by the HoS/HoSO or DoFO and must be logged for tracking purposes.
- Colleagues should not normally organise any internal or external events that require people's physical attendance on campus. All events must be virtual. The exception to this are the agreed face to face student events/activities e.g. during welcome week.

Specific guidance for PS staff

- PS Managers should ensure they take a consistent approach to planning the resumption of, or changes to, previous work routines and patterns.
- In the initial return to campus the following groups of staff will be prioritised for return to campus on a phased and rotated basis:
 - Student Services staff
 - Reception staff/Front line help desks
 - TLSE facing staff who can best deliver their role on campus
 - Staff supporting leadership and academic teams who need to be on campus for their own work
- It will be important that we have a visible PS leadership on campus. DoFOs, HoSOs Directors and other senior PS managers should plan to be present on campus for part of the working week and agree how to share information about presence, so that staff know how to contact them if necessary.
- Many PS colleagues are likely to continue to work from home for at least 2 or 3 days a week where appropriate for their role and where it is safe for them to do so.
- Most PS staff will work on a form of rota.
- Where there is no need for a PS member of staff to work on campus, they will be asked to continue to work at home. This may be subject to change as Government advice on social distancing requirements are either relaxed or removed.

Specific guidance for PGR students in offices

- Once buildings are fully open, Schools should make arrangements for a phased and planned return of PGRs to campus.
- There must be no unrestricted return for PGRs to campus.
- The University has developed the [Keeping safe on campus: Guidance for PGRs document](#) and the [Guidance for COVID-19 Infection on Campus](#) documents. These have already been sent to returning PGRs via School PGR teams.
- PGRs will be expected to continue to work from home for a significant part, and for some, all of their working week, to help manage the availability of space and maintain overall social distancing measures in our buildings.
- Schools should survey their PGRs to identify those who would like/need access space on campus for part of their working week, as well as their requirements (e.g. access to a PC/workspace).
- Based on these responses, rotas should be produced for access to spaces and communicated to PGRs. The rota must be signed off by the HoSO or their delegate.
- A record of the rotas should be held within the School. Any changes to the rota must be signed off by the HoSO or their delegate.
- Guidance for social distancing and cleaning of PGR spaces should follow the guidance published by Estates for shared workspaces.
- It is likely that there will need to be prioritisation of access to PGR space. It is recommended that space is prioritised for TAs and then for PGRs who cannot work from home or who for wellbeing reasons would benefit from being on campus.
- Schools should make arrangements for submission of hard copy theses, manuscripts, scores, etc. where necessary.

2) Plans for the safe and controlled reopening of our buildings

- HoSOs, working with their HoS and SLT, are responsible for overseeing the safe opening of their buildings supported by their operations lead (the DoFO will oversee for Faculty Office buildings). Where a building is shared, a lead should be designated and a small coordinating group set up. HoSOs will be supported by the Faculty campus reopening groups and the Faculty Estates Business Partner. A list of the lead for each building is provided in appendix A.
- School Buildings will open on a phased basis during September.
- Permission must be agreed from Estates/CRCs for the reopening of buildings and will be coordinated by Rachel Watters on a weekly basis with building leads.

For each Faculty building the following steps must be completed:

1. A risk assessment should be completed by the relevant HoSO/DOFO for each building they are responsible for, supported by the local operations lead or Safety Advisor, which considers all risks relating to the physical building, and in particular risk relating to the transmission of COVID-19. The following guidance supports the completion of a risk assessment: [CRCs - COVID-19 safety principles alert level 3](#).
2. Relevant PIs or managers (designated by the HoS/HoSO/DOFO) must complete the PI checklist (refreshed checklist embedded below) or the line manager checklist (refreshed checklist embedded below) for their team which should then be passed to the HoS/DOFO for information. The Head of School doesn't need to submit a checklist to the CRCs Group any more.

3. Managers may need to discuss staffs concerns about returning to campus, and there are a number of documents that managers can use to support these conversations. These include the Managers Guidance for supporting staff to campus working (embedded below) and [Managing staff return to work - health risks](#).
4. Once all relevant checklists have been completed, the relevant HoSO or DoFO must ensure that the [clearance certificate](#) for the building has been completed, signed off by the Head of Planning, Compliance and Governance and displayed in a prominent position within the building.
5. The Head of Planning, Compliance and Governance will inform the CRCS once an area is operational.
6. All staff returning to campus should be issued with the [IT guidance and checklist](#) which outlines what checks needs to be done on IT equipment once on campus.



Manager Guidance CRCS Line Manager
for supporting staff workspace checklist



CRCS_PI
checklist.docx

02.09.2020

Appendix A: Faculty Building Leads (for shared buildings they will need to liaise with relevant colleagues in other parts of the institution)

- AMBS: Janine Ellis
- Ellen Wilkinson: Kay Hodgson
- Sam Alexander: Jayne Hindle
- Martin Harris Centre: Jayne Hindle
- Humanities Bridgeford Street: Kay Hodgson
- Arthur Lewis Building: Alison Wilson
- Williamson: Alison Wilson
- Mansfield Cooper: Jayne Hindle
- Waterloo Place (Dean's Office): Hannah Rundle
- Waterloo Place (Manchester China Institute and Confucius Institute): Alison Wilson
- Waterloo Place (Legal Advice Centre): Alison Wilson
- Crawford House: Hannah Rundle