



LSTM Covid-19 Recovery Strategy Guidance (inc. Action Plan)

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1 Introduction and Context

On the 11th May 2020, GOV.UK published their document: “Our Plan to Rebuild: The UK Government’s COVID-19 recovery strategy” alongside eight “Working Safely during COVID-19” documents which set out guidance for employers, employees and the self-employed. The documents aim to set out a plan to rebuild the UK for a world within COVID-19.

LSTM has considered how to implement these guidelines and increase operational use of buildings and ensure safe occupation and are keen to communicate the strategy, approach and next steps that are necessary to align ourselves against UK government decisions and guidance on relaxed restrictions.

The strategy guidance is intended for all LSTM Group Staff. Directors, Heads of Departments, Managers and other line management staff are to consider closely the guidance and ongoing updates.

Staff can raise queries to hr@lstmed.ac.uk

2 Equality and Diversity

LSTM is committed to promoting equality of opportunity, combatting unlawful discrimination and promoting good community relations. We will not tolerate any form of unlawful discrimination or behaviour that undermines this commitment and is contrary to our equality policy.

3 Safeguarding

In line with our Safeguarding policy and procedures, LSTM’s processes reflect our organisational commitment to keeping children and vulnerable adults safe.

4 Additional Documents, References and Resources

Document Title	Publish Date	Revised Date
LSTM COVID-19 Contingency Plan	20 th March 2020	
Number of coronavirus (COVID-19) cases and risk in the UK - here	24 th January 2020	11 th May 2020
Department of Health and Social Care - Coronavirus (COVID-19) Scaling up our testing programmes - here	4 th April 2020	

Coronavirus (COVID-19): framework for decision making – Scotland - here	23 rd April 2020	
Leading Wales out of the coronavirus pandemic - A framework for recovery - here	24 th April 2020	
Joint European Roadmap towards lifting COVID-19 containment measures	15 th April 2020	
COVID-19 treatment and vaccine tracker - Milken Institute - here		27 th April 2020
Lifting lockdown How to approach a coronavirus exit strategy - here	30 th April 2020	
OUR PLAN TO REBUILD: The UK Government's COVID-19 recovery strategy - here	11 th May 2020	
Working safely during coronavirus (COVID-19) - Labs and research facilities - Guidance for people who work in or run indoor labs and research facilities and similar environments. here	11 th May 2020	
Working safely during coronavirus (COVID-19) – Offices - here	11 th May 2020	
Coronavirus (COVID-19): safer travel guidance for passengers - Walking, cycling, and travelling in vehicles or on public transport during the coronavirus outbreak. Here Infographic	12 th May 2020	
ONS Coronavirus Data round-up here	19 th May 2020	

5 Phase 1 Assessment

On 16th April 2020, the Government put in place 5 tests for releasing lockdown:

Test to release lockdown	Latest Assessment: <u>26th May 2020</u>
<ul style="list-style-type: none"> ○ Confidence that the NHS is able to provide sufficient critical care and specialist treatment right across the UK. 	<ul style="list-style-type: none"> ○ 8,834 people are in hospital with COVID-19, down 15% from 10,092 on 17 May ○ ITU – 12% of ITU beds with Covid patients, down from 15% last week ○ Hospitals – daily admissions continue to fall in all regions but with different patterns. Larger peaks in more populous areas so a faster fall <p>Current best guess assessment - Green</p>

<ul style="list-style-type: none"> ○ A sustained and consistent fall in daily death rates with confidence there is a move beyond the peak. 	<ul style="list-style-type: none"> ○ Deaths – 7 day rolling average continues to fall. 121 deaths in all settings reported yesterday ○ UK Deaths were at 54/day when we went into Lockdown on the 23rd March ○ In 90.4% of cases, the person who died from COVID-19 had at least one pre-existing condition. (Source ONS) ○ Community based deaths (ONS data every Tuesday). The wider picture of care homes and excess deaths in the community remains concerning <p>Current best guess assessment – Green</p>
<ul style="list-style-type: none"> ○ Evidence from the SAGE advisory team that the rate of infection is decreasing below R1 	<ul style="list-style-type: none"> ○ Current assessment is R is between 0.7 and 1.0 ○ ONS household sampling process in place (0.25% of H/Hs) ○ Concerns about an increase in rate with greater social movement ○ Ongoing concern about R in care home settings. Close monitoring is required. It remains unclear that there is adequate capacity to monitor this robustly across so many settings. 60% of care homes in Scotland report cases <p>Current best guess assessment - Green</p>
<ul style="list-style-type: none"> ○ Confidence that testing and supplies of PPE are able to meet demand 	<ul style="list-style-type: none"> ○ Boris Johnson sets new target of 200,000 test / day by end of May ○ Yesterday 73,726 tests ○ Contact tracing app – questions about its effectiveness as Ministers insist it will be ready for the end of May for national roll out. ○ PPE – No certainty that PPE supplies can meet workplace demand with a return to work <p>Current best guess assessment - Amber</p>
<ul style="list-style-type: none"> ○ Confidence in adjustments to measures that will NOT risk a second peak 	<ul style="list-style-type: none"> ○ This remains the greatest risk. Release will be gradual and flare ups likely ○ Whilst work on a vaccine and trials for treatment regimes have started there is no likelihood of a quick solution. ○ Milken Inst -Treatments and Vaccines Tracker here <p>Current best guess assessment - Amber</p>

6 Phase 2 – Controls

UK Government calls for phase two controls on people minimising the spread of the disease through continuing of good hygiene practices of hand washing, social distancing and regular disinfection of touch points. These will be in place for a considerable period.

Social contacts people make each day will be limited and the exposure of vulnerable groups will continue to be reduced from normal levels and symptomatic and diagnosed individuals will need to isolate.

Objectives are to make social contact less infectious by:

- Making contact safer – redesigning of public and workspaces and those with symptoms to isolate.
- Reducing Infected peoples contacts – using testing, tracing, and monitoring to focus restrictions.
- Preventing “hotspots” from developing – by detecting outbreaks at a more localised level and intervening with targeted measures.

6.1 Steps of Adjustment

Over the coming months, a range of adjustments to current social distancing controls will be gradually implemented. This will happen in “steps” with conditions to safely move from each step forward. Gaps between steps may be several weeks as monitoring will inform the success of each step. Devolved administrations may move at a different pace because of levels of regional infection and therefore risks and impact will be dependent.

6.2 Protecting the most Clinically Vulnerable

Some people have received GP advice that they are to be considered clinically extremely vulnerable at this time. Government are advising that there will be a need to continue extensive programme of shielding for this group whilst the virus continues to circulate.

6.3 Risk Differentiation

As advice progresses with understanding of the risks associated with this disease, the government will revise their guidance and LSTM will review, adopt and advise as appropriate.

6.3 Reactive Measure

If the data suggests there is a second potential surge or evidence to support further community transmission, the government may have to tighten restrictions at short notice. LSTM will ensure that these instructions are followed, and that staff are directed as appropriate.

7.0 LSTM Guidelines

- 7.1 Social distancing in place for at least 12 months
- 7.2 Test, Trace and isolate protocols
- 7.3 Clinically Vulnerable / Shielding
- 7.4 PPE, Cough Masks, Hygiene and Cleaning Regimes
- 7.5 Return to Work / Remote Working
- 7.6 Staff Travel
- 7.7 Staff (and Student) Well-Being
- 7.8 Teaching and Learning
- 7.9 IT Services Guidance

7.1 Social Distancing

- The LSTM buildings do not have the capacity for everyone to return to work in them at once. Staff will need to work with their Managers and Emergency Management Group to derive safe working capacity in the buildings that we use. Capacity will focus on ensuring minimal use and the ability to maintain social distancing at work and will include identifying areas where SARS-CoV-2 virus or patient samples are being handled and ensuring that infection risks are properly managed.
- Easing restrictions sees the continuation of physical distancing and other hygiene measures (such as maintaining 2 metre distancing when premises re-open and/or limiting the number of people that can be in confined spaces at the same time).
- Further overflow space if required will be identified for business-critical staff initially and desk arrangements changed to ensure social distancing is observed.
- To give as many people the opportunity to return to work, staff who are given access to the LSTM campus should not consider this to be a return to 'normal' working and should only be on campus for the time needed to undertake work that cannot be done at home. As part of this, the option for a rota system may need to be considered within Groups to extend the access for staff.
- Meetings will continue to use remote working tools to avoid in-person meetings. There are few meeting rooms that can accommodate more than 4 attendees safely and strict social distancing must be observed.

Action	Responsible	By When
Departmental Managers to contribute to plans to derive safe working capacity for all buildings in operation to maintain effective social distancing.	HOD's / EMT / Head of Estates / Head of Health and Biological Safety	19 th May 2020
Departmental, Group, PI's and Line managers to draft and submit a rota of attendance/work patterns	All Departmental managers.	19 th May 2020

to support essential activity and occupancy within the buildings. (Approved by Dean)		
All staff to encourage visits/meetings via remote connection, visitors to site, other than for Building Maintenance or statutory requirements are not currently permitted.	All staff	Ongoing

7.2 Test, Trace and Isolate Protocols

- Staff who believe they have symptoms of COVID-19, or who have been directly exposed to someone with symptoms should continue to notify HR and will not be considered for a return to onsite work until they have been in isolation for the appropriate period.
- Staff who develop symptoms following return will be asked to self-isolate for a period of seven days (even if they obtain a negative test result). HR will provide support to staff who are ill and manage a return. There will be limited notification to colleagues who have been working with a potentially symptomatic co-worker. In such cases, colleagues will not be required to self-isolate.
- LSTM distinguishes between testing for research purposes and for individual clinical diagnosis. We will not undertake our own testing of employees. We will register as an employer for the Government's national testing service for potentially symptomatic colleagues.
- Staff returning to work at the LSTM campus must act on all reasonable requests from Management and Estates Teams, particularly where these involve safety issues.
- UK.GOV gearing up to employ some 18,000 people to trace and track cases of Covid-19.
- Essential workers in England will be able to book and arrange tests for Covid-19 in line with UK.GOV guidance. LSTM are not currently referring staff for testing.
- It is UK.GOV aim to commence contact tracing as the number of new cases begins to fall.

Action	Responsible	By When
Staff who believe they have symptoms of COVID-19, or who have been directly exposed to someone with symptoms should continue to notify HR.	All Staff	Ongoing
Develop and brief all staff on "Return to Work", including briefing on Health, Safety and Welfare.	Global Director of HR Senior HR Manager	22 nd May 2020 In progress: briefings from 22 May onwards
LSTM to trial test screening procedures for staff advice.	Global Director of HR	22 nd May 2020

7.3 Clinically Vulnerable Staff

- People with underlying health conditions are more likely to experience worse symptoms or develop complications if they contract COVID-19. An underlying health condition is a chronic or long-term illness, which in turn weakens the immune system.
- The government has recommended that 1.5 million people in the UK, classified as “Clinically Extremely Vulnerable” and at highest risk of complications from coronavirus should stay at home and not go out under any circumstances. They should also be avoiding any contact within their home unless it is essential (eg if they have carers who need to perform personal care tasks) or unless the person they live with is doing the same. This group has previously been referred to as 'shielding'. Staff in this category will continue to be in contact with an LSTM HR representative for wellbeing and work-related support.
- Furthermore those individuals that are classed as “Clinically Vulnerable” and are at higher risk of severe illness or have some pre-existing conditions have been asked to take extra care in observing social distancing and will continue to be supported to work from home alongside current government advice.
- LSTM will not ask staff who are shielding or at risk or who are caring for others who are shielding to return to work until government advice changes.
- LSTM recognises that Black, Asian and Minority Ethnic BAME colleagues may be at a higher risk, based on evidence of increased death rates for Black people who contract COVID-19. LSTM will undertake tailored risk assessments for BAME colleagues who are returning to the workplace and provide support and wellbeing resources, in consultation with the BAME network.

Action	Responsible	By When
HR to communicate with all staff in vulnerable category, confirming LSTM advice.	Director of HR	18 th May 2020 Completed 15 May

7.4 PPE, Cough Masks, Hygiene and Cleaning Regimes

- LSTM will ensure that buildings are safe to return to and continue its focus and communications in relation to gel and hand washing, enhanced cleaning of touchpoints, safe use of spaces, lifts and safe disposal of cough masks or other PPE used.
- LSTM will update and re-issue guidance on use of PPE for Clinical or Lab Safety.
- Some use of PPE may be mandatory (likely limited to only COVID-19 work); for all other activity social distancing measures will be the adopted protocol.
- We recognise that some staff members would voluntarily wish to wear their own cough masks as a courtesy to others.
- The use of cough masks may also be required of staff when carrying out essential work onsite in settings where social distancing cannot be observed easily. However, cough masks will only be provided in these rare instances; the primary position of

LSTM will be to amend working practices to ensure social distancing protocols are observed.

Action	Responsible	By When
<p>Deliver enhanced clean and safe buildings/operations ensuring protocols for:</p> <ul style="list-style-type: none"> • Door openings/touchpoint cleaning • Develop deep cleaning response inc. short notice response. • Safe disposal of precautionary cough masks/gloves etc. • Availability of Gels' at LSTM. • Enhanced cleaning and waste collection, as necessary. • Impact on Business operations. • Changes in working practice - Update Risk Assessments • Lab cleaning regime - devise and publish lab cleanliness guidance with reference to practices and quality of cleaning reagents and responsibilities. • Equipment, workstation enhanced cleaning. 	<p>Head of Estates and Head of Health and Biological Safety Lab Safety Manager</p>	<p>20th May 2020</p>
<p>Ensure appropriate air-handling, HEPA filtering systems and HVAC are maintained and operational within buildings.</p>	<p>Head of Estates</p>	<p>Ongoing</p>
<p>Identify areas where SARS-CoV-2 virus or patient samples are handled and provide Infection Risk Management</p>	<p>Head of Health and Biological Safety</p>	<p>20th May 2020</p>
<p>Make further recommendations for door openings and thermal imaging.</p>	<p>Head of Estates</p>	<p>20th May 2020</p>
<p>Update Guidance on</p> <ul style="list-style-type: none"> ○ Use of PPE for Lab Safety, PPE Advice for other staff. ○ Lab occupancy restrictions to avoid overcrowding. 	<p>Head of Health and Biological Safety Lab Safety Manager</p>	<p>20th May 2020</p>
<p>Develop cleaning procedures for:</p> <ul style="list-style-type: none"> ○ material and equipment entering the buildings. ○ Vehicles ○ Shared equipment 	<p>Head of Estates</p>	<p>20th May 2020</p>

7.5 Return to Work and Remote Working

- LSTM will provide clear, consistent, and regular communication to improve understanding in ways of working. Staff will be engaged through the restart process to ensure adoption of working arrangements.
- The default position currently is that all staff should continue to work at home.
- Colleagues based at the LSTM Liverpool campus who are unable to work from home should plan to return to work in line with UK.GOV advice and LSTM's rules on social distancing. We understand that some colleagues may be unable to return to work due to a clinical vulnerability to infection, or the vulnerability of others in their care, or dependent care commitments. PIs and Line Managers must support their team members in their decision-making, which should prioritise the safety and wellbeing of LSTM employees and their families. Any coercion to return to work in LSTM buildings will not be tolerated and should be reported to HR immediately. As government guidance changes, we will need to review this policy, but now our advice is that staff should work at home where their managers consider they can do this effectively and safely.
- Where staff do not want to or are unable to return to working in the LSTM campus, we encourage a discussion with their Line Manager about why they feel unable to return. Where possible we will apply best endeavours to accommodate all requests. However, there may be examples where staff do not wish to disclose their circumstances to their Line Manager. In these cases, staff should contact HR to discuss their situation.
- Working capacity will also be linked to the ability of staff to travel to work safely, and this will incorporate the number of parking spaces available (noting that some staff can travel to work without requiring a parking space).
- Any staff working on the LSTM campus must work safely and comply with regulations brought in to manage this. These conditions will include appropriate distancing measures (including the single occupancy use of lifts), one-way building circulation plans (for people) as well as other precautions as they are identified (e.g. hand hygiene; cough masks).
- Perspex screening will be installed in all public facing and reception and service areas on LSTM's estate.
- LSTM's "Covid19 - Return to Work Staff Guide" will be published ahead of return to work and will provide an induction to the use of the buildings. Staff will need to read, note and observe all building guidance protocols as there will be significant changes to use of spaces. These may include a one-way system, reduced use of social spaces to avoid pinch points, floor instruction markings and limited circulation routes. All practices will be under regular review.
- The use of the prayer-room will be limited to single occupancy to ensure social distancing guidance is followed. Further space within the campus will be signposted and provided for staff use.
- As part of the planning to increase the safe use of the estate, Management will aim to accommodate requests for a return to work from across a broad range of activities. Priority will be given to COVID-19 research likely to have a short to medium-term impact on disease morbidity and mortality, however LSTM recognises that non-COVID-19 research is also important.
- Priority for phased access to the LSTM campus will be given to staff who are unable to work from home due to the nature of the work they are doing.

- Requests for a return to work at the LSTM campus should be discussed with the relevant Head of Department, who will coordinate access to the LSTM campus for their areas with the EMT planning team.
- Staff will need to report to HR where they are working and guidelines for how to do this, including 'mixed' working locations, will be communicated to staff.
- Roles that have been selected to be furloughed under the governments job retention scheme will have a managed return and staff will be briefed on their return to work to ensure an effective transition back into the workplace.

Action	Responsible	By When
Staff and their line managers will regularly review the effectiveness of home working.	Line Manager	Ongoing
LSTM's Bicycle User Group to advise staff on cycling to work.	Chair of Bicycle User Group	20 th May 2020
Install signage and building circulation notices. <ul style="list-style-type: none"> ○ Lift usage restrictions ○ Discourage non-essential circulation within buildings. ○ Social space / Kitchen / Break areas ○ Review one-way flow/entry and exit points. ○ Emergency evacuation guidance update. ○ First Aiding guidance 	Head of Estates And Head of Health and Biological Safety	20 th May 2020
Liaise with LLSA tenants for shared practice guidance.	Head of Estates	20 th May 2020
Develop "Arrival" and "information points" for setting LSTM building use/approach. Ensure Stop, Check and Proceed Notices are in place – including safe building use and H&S Instruction.	Head of Estates & Head of Health and Biological Safety	20 th May 2020
Install/Consider: <ul style="list-style-type: none"> ○ Perspex screening in public facing areas. ○ Screening for desk areas 	Head of Estates	20 th May 2020
Install and Monitor Hand Hygiene stations in key areas to supplement hand washing.	Head of Estates	20 th May 2020
Staff with mobility difficulties should discuss their needs and return to work plan with their line manager and HR who can involve the Health and Safety team to assess their requirements before returning to work.	All Managers / HR.	20 th May 2020 In progress based on R2W data

Any queries/ appeals about decisions on returning to work should be sent to the Director's Office for consideration by SMG.	All HOD's/ Department Managers	Ongoing
Develop "working locations" process and guidance for staff	Director of HR	22 nd May 2020 Completed: Appendix 1
All staff are to confirm the location of working to HR when this updates.	All Staff	Ongoing
Staff previously furloughed will receive a managed return to work program.	Line Manager	Ongoing
Complete, document and publish UK.GOV Risk Assessment	Head of Estates Head of Health and Biological Safety Head of Strategic Planning and Governance	20 th May 2020

7.6 Staff Travel

- If you can, people should cycle, walk or drive to work to minimise the number of people with whom you come into close contact. In instances where staff have no alternative to public transport commuting, they are advised to strictly follow UK.GOV guidelines, along with any measures introduced by the regional public transport providers.
- If public transport is used for commuting staff should travel out of peak times, staggering their arrival and departure times at work and maintain social distancing as much as possible. Some transport providers may insist on increased social distancing measures which may impact upon service or consider the mandatory use of face coverings for passengers. LSTM will collate and provide guidance to staff on use of public transport.
- Returning to work for many who work primarily at LSTM includes travel, both within the UK and abroad. The Overseas Travel Risk Office is developing ways to facilitate this around:
 - Travel booking (Key Travel)
 - Insurance
 - Cultural sensitivity
 - Rules around arrival and return (isolation and testing requirements)
 - Cough protection
- Once travel restrictions are lifted, LSTM make recommendations that travel to sector conferences, meetings, symposia, seminars are restricted to business-critical attendance only. Online attendance and e-learning platforms are encouraged

alternatives for all staff and mitigate risks to LSTM staff. The Travel Policy of LSTM is subject to ongoing review with regular communication and anyone wishing to travel for work should contact Duncan Macleay for LSTM's latest advice.

- Consideration of increased demand upon staff change, washing and showering areas has been considered and increased cleaning regimes and signposting to appropriate guidance and use will be in place.

Action	Responsible	By When
Provide Travel Plan updates and include summary guidance/regional updates for use of public transport during pandemic. Travel Policy review, guidance, and updates.	Facilities Manager and Travel and Overseas Risk Manager	20 th May 2020
Develop overseas travel statement to include: <ul style="list-style-type: none"> • Key Travel Advice • Insurance • Cultural sensitivity – impact of travel upon overseas travel risk. • Arrival and Returns • Cough masks/protection. • Symptom Testing for decision to travel – how we would use this. • Student travel advice – Risk assessed. 	Travel and Overseas Risk Manager	22 nd May 2020
Protocol and Guidance for use of staff change/lockers/showers and cleaning requirements.	Head of Estates & Head of Health and Biological Safety	20 th May 2020

7.7 Staff (and Student) Wellbeing

- LSTM understands that the current national response to Covid-19 will be creating additional stress and anxiety to some of our staff members, students and wider communities. Sadly also, staff and students may have also recently lost family members, friends or colleagues to this disease. Having a support network available to all staff and students currently is crucial to managing mental health and wellbeing and some of the practical considerations for us all as time progresses. Managers are requested to keep in touch with off-site colleagues on their working arrangements, welfare, mental and physical health and security.
- Extended remote working will create staff well-being challenges. We encourage all staff to access the relevant resources and services to support their mental health and well-being. We ask that staff look out for colleagues, especially if they are working

remotely, being mindful of the impact of isolation, anxiety and depression and signpost them to employee assistance through HR should they become aware of any issues. HR maintains resources and can signpost colleagues on for support where needed.

- LSTM recognises that it may be beneficial for mental health and wellbeing for some colleagues to return to the workplace, at least on a partial or ad-hoc basis, even though they can undertake their role remotely. We will make best endeavours to accommodate such requests, within the broader return planning and the limitations of reduced capacity and in line with Govt advice.
- IT Services continue to enable access to remote work systems to ensure staff can continue their roles at home. For those staff who work remotely, we encourage them to complete the online DSE assessment tool and follow the guidance.

Action	Responsible	By When
Publish regular communications to all staff and students on welfare and wellbeing.	Senior HR Manager – OD & Engagement Student Welfare and Experience Officer	Ongoing
Upskill Managers in providing “virtual” support	Senior HR Manager – OD & Engagement	Ongoing
Monitor, provide and signpost Mental health support, bereavement, peer support.	Global Director of HR	Ongoing

7.8 Teaching and Learning

- Currently the Teaching and Learning team are scenario planning along with the rest of the sector. There are a number of overarching scenarios and these are being worked through against their implications. At the very least we anticipate some form of social distancing to be in place in September, meaning that it is likely that any programmes we run will need to be majority online.
- Our teaching spaces are not suitable for face to face teaching with social distancing though we could look at the hire of some space, if needed. It is clear that online teaching will also take longer to deliver than face to face. Our current timetable is very compact, with intensive periods of teaching, which is not preferable or really possible to do online. We are also likely to need to change the timetable to accommodate socially distanced laboratory teaching. Where there is face to face teaching, such as in labs, we are likely to need to teach the same sessions multiple times.

- We may have to choose to not run some programmes, and we may choose to delay the start of others. This will be modelled, looking alongside the Impact of potential drops in student numbers.

Action	Responsible	By When
Publish LSM Teaching and Learning Recovery Plan	Dean of Education & Academic Registrar	TBC

7.9 IT Services

- During the return to work process IT Services will still be working with reduced staff numbers on site to provide local support, IT Services will continue to provide support remotely. The number of staff available locally will be determined by the return rate of the school as whole.
- Where no equipment was taken out of the office, staff will be able to turn on the equipment and login as it was before the lockdown. However , as the computers have been shut down for some time they will automatically undergo a number of security patches / systems update which may temporarily impact the performance of the computers, normal operations will resume when the updates have been completed.
- There is an increased Cyber Security Risk to data loss from the volume of personal devices used by staff and students during lockdown. As staff and students return to LSTM networks, there is greater risk of introducing compromised data to the LSTM network. Staff need to be mindful to ensure the supported processes are used for any migration of data for this activity. IT Services can be contacted for support.
- IT Services will work closely with department heads and Facilities on the reconfiguration of spaces to accommodate social distancing measures. Staff should not rearrange spaces and move furniture without Facilities direction.

Loan Equipment and Data Files

- Any equipment (excluding laptops/monitors provided by IT Services) took home by an individual will have to be returned either on the day of return or in advance of the return date)
- If staff have been issued a loan device, they can retain the device for a period of no more than 1 month from their assigned return to work date. After which time IT Services will arrange with the staff member the return of the equipment.
- It is the responsibility of the staff member to ensure that any data saved on to the local device is backed up before returning the device to IT Services. As all loan devices make a direct connection to LSTM files can be copied from the local device directly to your P: / S: Drives. With alternative Data backups methods being on USB device, one drive, an approved Dropbox for business account.
- IT Services will not undertake any data transfers from loan devices to a staff members network drive.
- Upon receipt of a loan device IT services will undertake a secure wipe and rebuild.
- Equipment loaned from other departments will be returned to the Department on an agreed date between the lender and IT Services.

- Equipment that was purchased for an individual and used as a loan will be rebuilt and issued to the individual as and when the equipment ceases to be a loan device.
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Action	Responsible	By When
Complete Risk Assessment and Implement End Point management.	Head of IT	Dec 2020
Limit small room booking on IT systems to single occupancy bookings.	Head of IT Services	20 th May 2020

8.0 Communications

- LSTM will ensure that all staff are communicated with ahead of any return to work and that they are supported with clear and accurate information.
- Ongoing communication will be regular from the Director and will signpost staff to relevant information.

Action	Responsible	By When
All Staff Forum Update on 14 th May 2020.	Director of LSTM	14th May 2020
Manager/HOD's Briefings	EMG	22 nd May 2020

Appendix 1: Guidance for setting and changing work locations

1. Background

To ensure that LSTM can continue to manage capacity safely in order to protect staff and students, it will be important to plan for and control numbers of people coming onto Liverpool campus. Following the initial assessment of who may return to work as part of the first phase of LSTM's exit strategy, we will plan for and manage any changes to working location.

The guidance applies to all colleagues, although the focus relates to working at the Liverpool campus

2. Normal working locations:

Colleagues will normally be working from the following locations:

- **Remote:** default 'working from home', with at most ad-hoc visits to Liverpool campus;
- **Shared (agile):** divides time between campus and home in an even planned and organised rot (will require workspace on-site on a regular, on-going basis)
- **On-site:** default place of work is on-site: depending on location, this may refer to Liverpool or other campus.

3. Setting Working Locations

The review undertaken by PIs, managers and Heads of Department on 18 May will form the basis for determining normal work location and working patterns for all colleagues.

4. Changes to Working Location

This will be reviewed at institution-wide level in line with the phasing and extending of return to campus programme.

Outside this process, colleagues who wish to change their default work locations should do so in discussion with their line managers.

Heads of department, in conjunction with PIs and managers, will manage the overall numbers on site to ensure that they remain within reduced allowable capacity levels.

Changes in the overall number of people within a group working on-site must not constrain effective social distancing or other safety protocols. This relates to lab workspace layout and workstation configuration.

Consideration should be given to 'cohorting' of team members into discrete mini teams who always work together (this will minimise the potential for transmission).

Anyone who is returning to on-site working must complete the return to work induction and read the guidance before they return and should notify HR of the change in their work location.

Building capacity levels will be monitored regularly by Estates, who will liaise with Heads of department if attendance numbers are deemed too high.

5. Working internationally

It is noted that travel continues to be subject to restrictions and potential quarantine requirements on arrival at a new location.

Colleagues who are planning to work from a different location internationally (including visits to Liverpool campus) must notify HR and the local facilities manager of their travel plans and intended changes to location in advance of any visit.

The HR team will arrange an individual health assessment, prior to attendance on site being agreed.

NB: A general ban on international travel is in place for the foreseeable future, but is kept under review.