

Imperial College
London

Returning to Campus Working Group

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27th May 2021

Agenda

Time	Item	Purpose	Lead
10:00 – 10:05	Introduction	Introduction	HB
10:05 – 10:20	Call for evidence	High-level summary of final survey results	AB
10:20 – 10:30	Space update	Update following Space sharing workshops	CB
10:30 – 10:35	Safety update	Update following relaxation of rules on 17 th May	SJ
10:35 – 10:40	People update	Update from People workstream	HB
10:40 – 10:45	Communications	Standing item - agreement of which actions to communicate following this meeting and return to campus dates	VS
10.45 – close	AOB	Any other questions or comments from the group	HB / NA

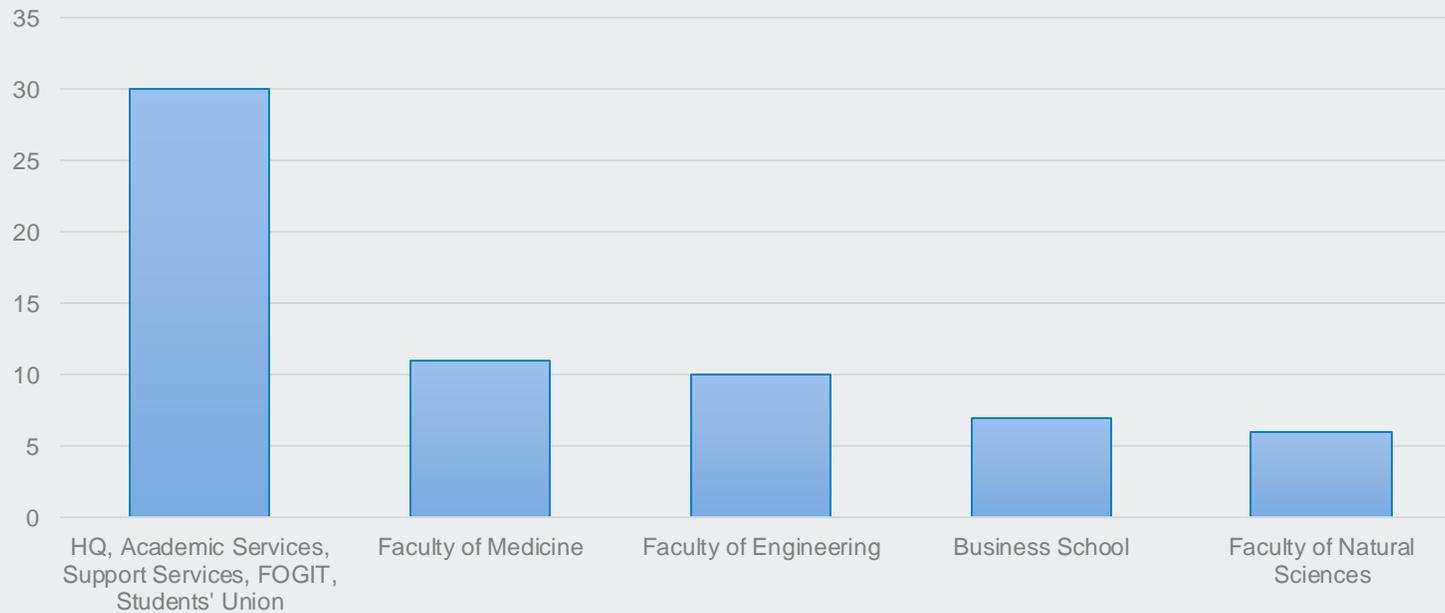
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Call for Evidence – high level summary

Amy Bangs

- The Returning to Campus Working Group circulated a **Call for Evidence** between 28 April and 14 May.
- The survey was designed to gather information from departments about their **current and planned presence on-campus**. Responses from 66 areas of College were received overall.

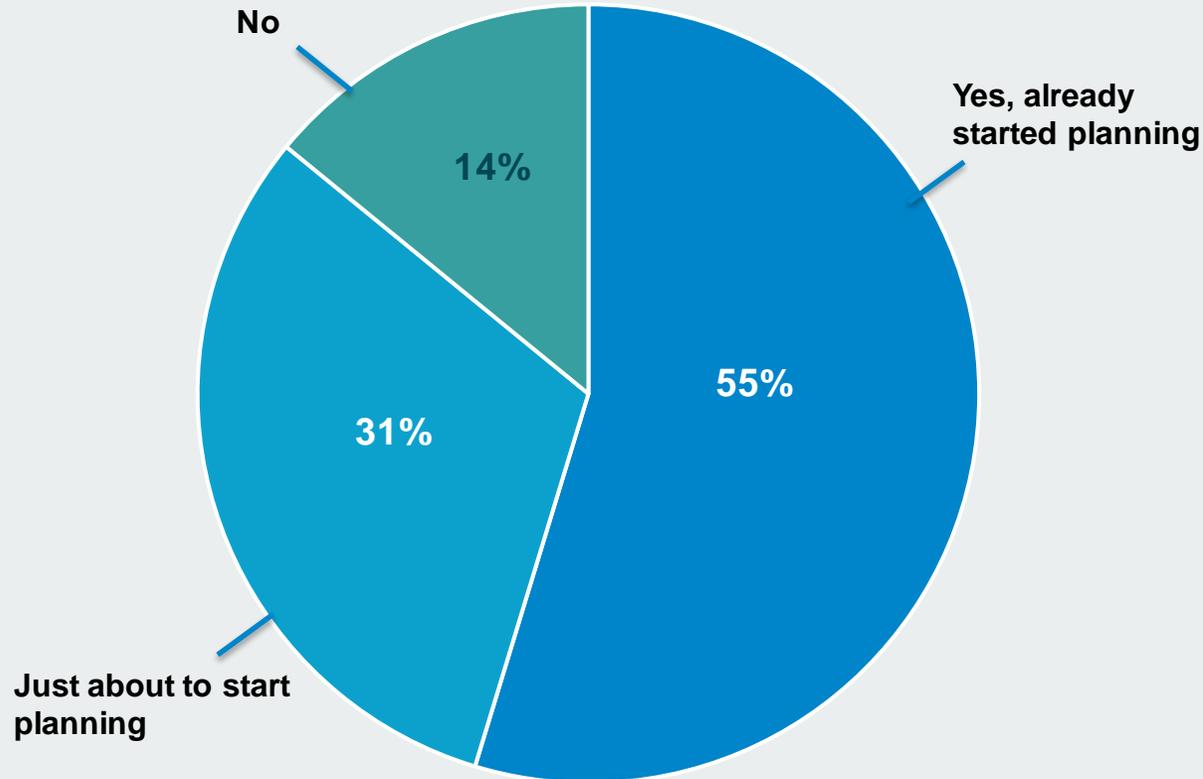
Summary of respondents (Count)



The majority of responses are from HQ and Support Services departments, i.e. departments comprised of Professional, Technical and Operational roles.

Some departments submitted two responses, or split their response to some questions. This happened in cases where a department works across more than one building, or has too varied a range of operations to give only one response.

Responses to "Have you already started planning for a return to campus?" (%)



86% of respondents are either already planning or will shortly begin planning for a return to campus.

There is no clear trend between Faculties and HQ/Academic Services/Support Services/FOGIT – a mix of different areas of College have responded in each possible answer.

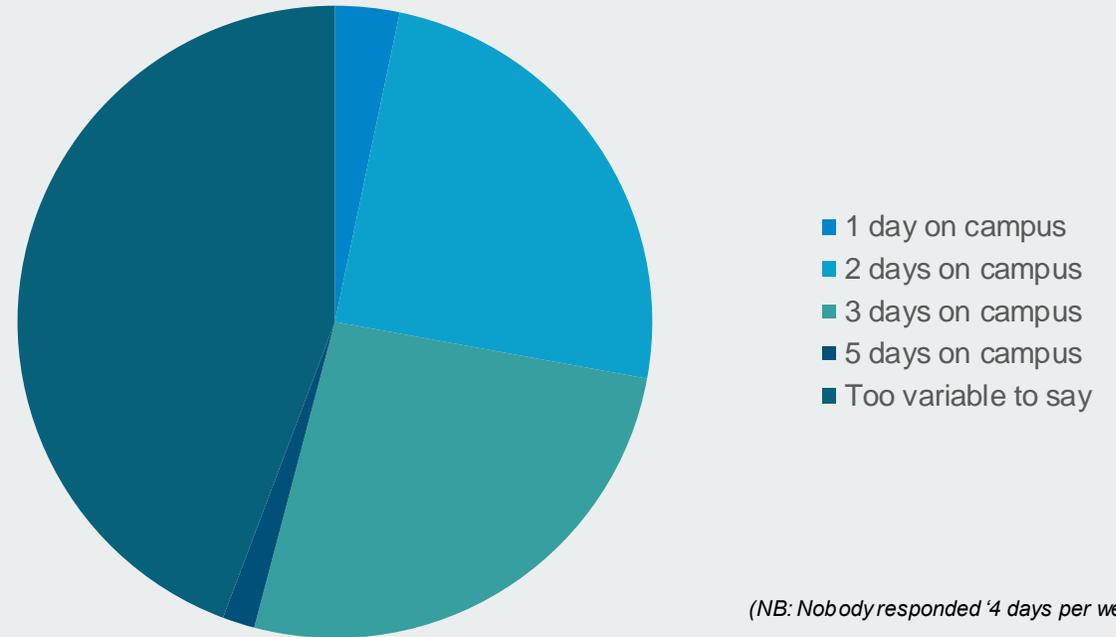
What does Hybrid Working mean in practice?

These responses tell us that just over half of respondents define hybrid working as meaning either 2 or 3 days per week on-campus.

‘Too variable to say’ was cited by a mix of HQ/Support Services/Academic Services and Faculties, based in a mix of buildings.

Breaking this analysis into responses ‘per building’ (e.g. responses to this question from all Sherfield-based staff) will help illuminate areas where planned space-sharing will be particularly important

Responses to ‘How do you define ‘hybrid working’ in terms of days spent on-campus?’



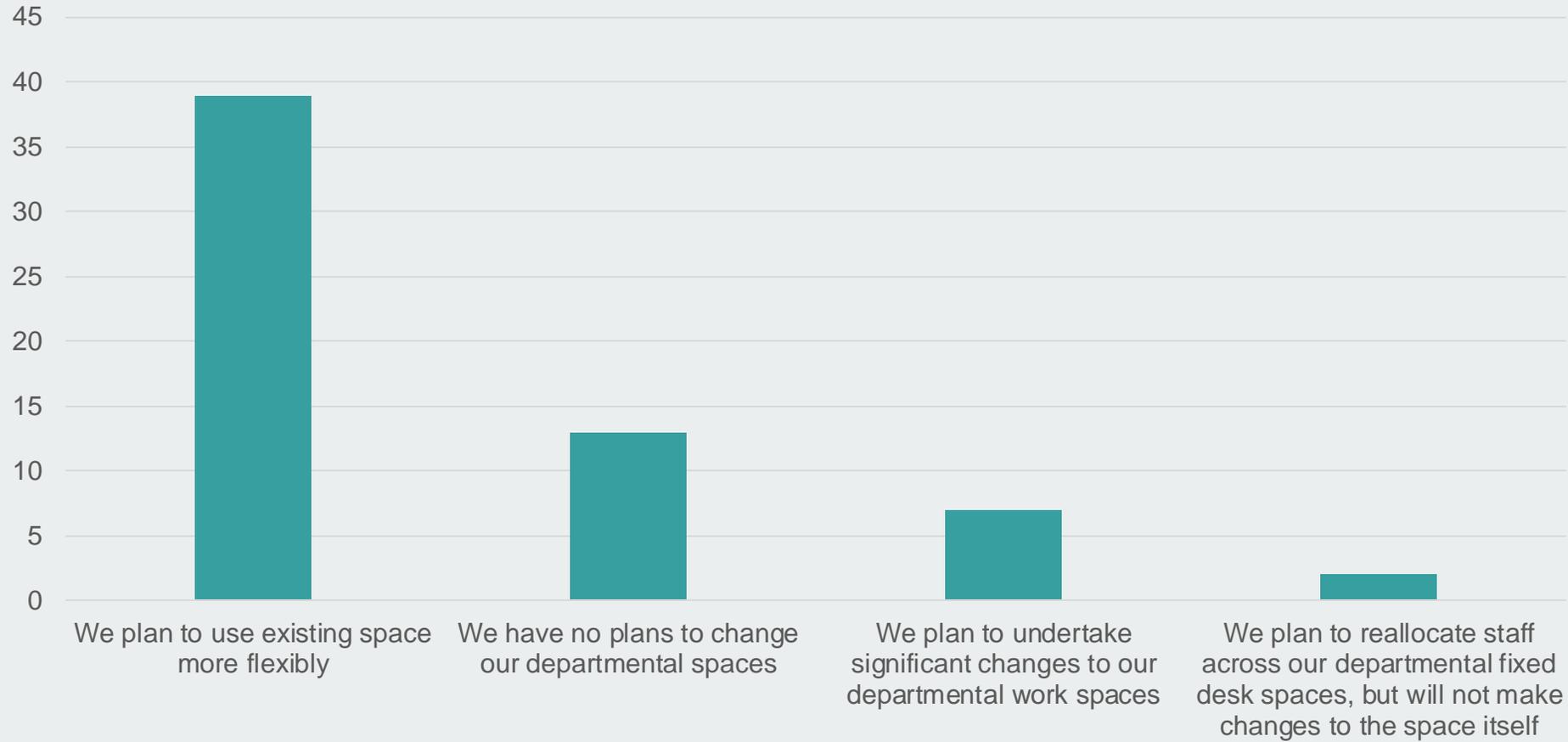
To ensure inclusion of their part-time staff, respondents were asked to consider ‘days’ as percentages where applicable, e.g. ‘1 day on campus / 20% pro rata’

Responses relating to departmental plans for the Transition & Learn phase

Respondents were asked to estimate their department's work location during the Transition & Learn phase of the return to campus. The options available were **fully on-campus**, **hybrid**, or **fully remote**.

- **Zero** departments said they would resume **100% on-campus** working during the Transition & Learn phase.
- **2** departments said they would continue to work **fully remotely** for the Transition & Learn phase.
- The remaining **64** respondents have split percentages across the available options (which, at departmental level, is a hybrid approach), or responded with “100% hybrid working”.

What plans do you have for your departmental spaces?



The majority of responses indicate plans to use space more flexibly, showing a clear emerging need to collaborate where departments are co-located.

“Are you considering any of the following [plans for your spaces]?”

- 35 Desk sharing, e.g. replacing a fixed work station with a docking station, so 2 people could work at the same space in a week
- 16 Introducing new types of work spaces e.g. collaboration zones, quiet zones, meeting booths
- 15 Repurpose offices
- 14 Sharing space with co-located departments
- 13 Repurpose meeting rooms
- 6 Allocate additional teaching or study space to students
- 4 Alter teaching spaces

Essential that EDIC, Occupational Health and Able @ Imperial are aware and consulted on plans such as this

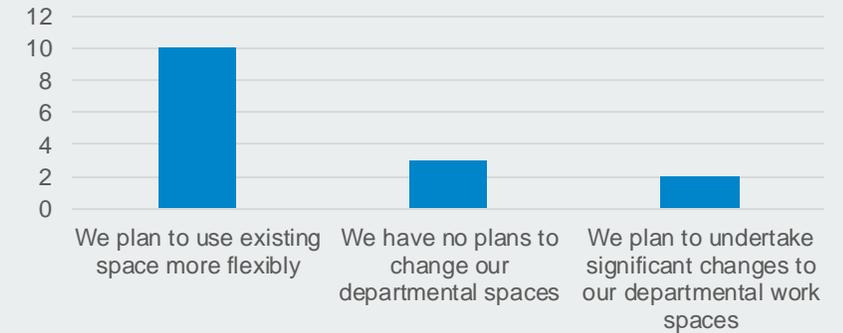
Note: This data is a 'count' rather than a percentage i.e. 15 respondents said they would repurpose offices

How do you define Hybrid Working in terms of days spent on-campus?

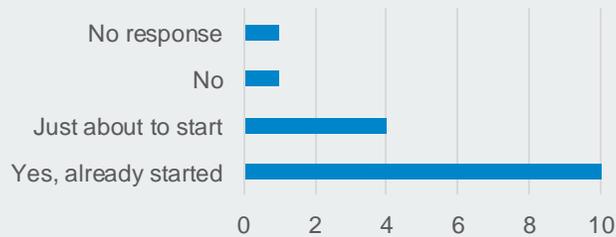
Area	Count of responses
HQ, FOGIT, Academic Services, Support Services	15
Business School	1
TOTAL	16



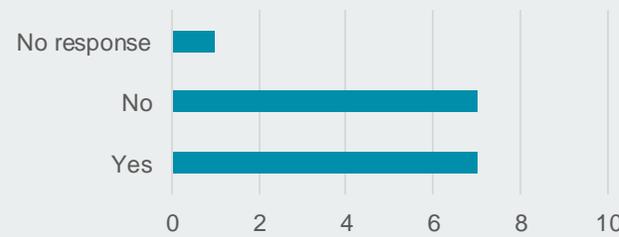
What changes do you plan to make to your spaces?



Have you started planning a return to campus?

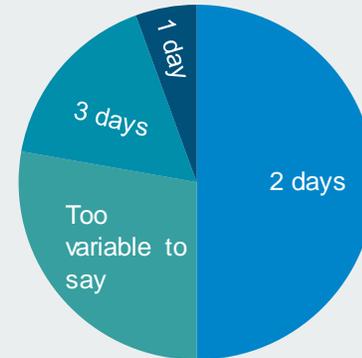


Are you planning alongside other departments?



9	Desk sharing
6	Repurpose offices
4	Introducing new workspaces
3	Sharing space with co-located depts
2	Repurpose meeting rooms
2	Allocate additional teaching/study space
1	Alter teaching spaces

How do you define Hybrid Working, in terms of days spent on-campus?

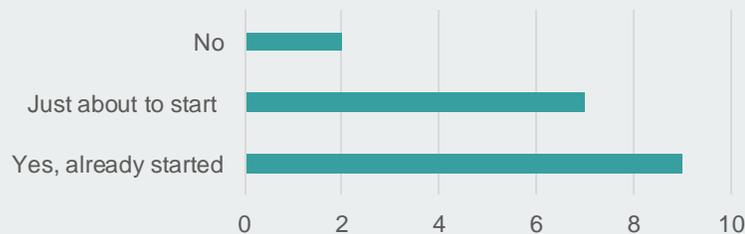


What changes do you plan to make to your spaces?

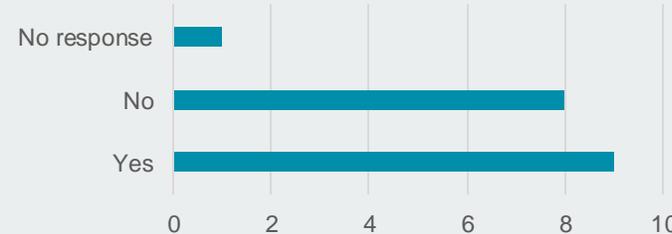


Area	Count of responses
HQ, FOGIT, Academic Services, Support Services	15
Faculty of Medicine	2
TOTAL	17

Have you started planning a return to campus?



Are you planning alongside other departments?



7	Sharing space with co-located depts
6	Desk sharing
4	Repurpose offices
3	Introducing new workspaces
0	Repurpose meeting rooms
0	Allocate additional teaching/study space
0	Alter teaching spaces

Space workstream

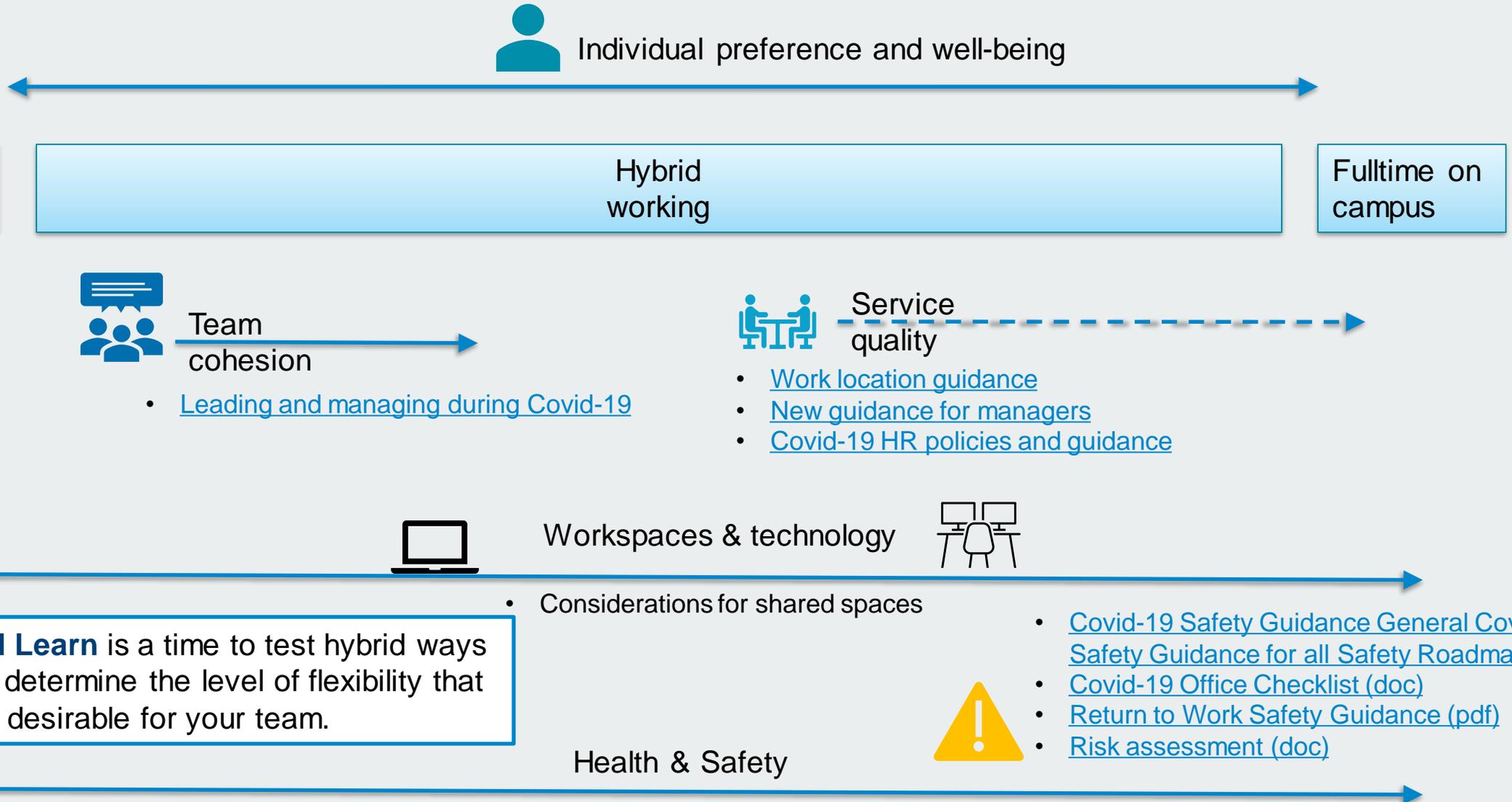
Supporting the move
between Essential Access
and Transition & Learn

Since last RTC meeting:

- Workshops held for those teams with shared staff spaces to share existing guidance and discuss considerations for shared spaces (19th & 20th May)
- 95 attendees from 60 departments, 4 campuses, 27 buildings
- Presentation to HoDs

As flexible as possible As fixed as necessary

Balancing multiple dimensions to achieve optimum outcome for service, team and community



Workshop findings

Some expectation that social distancing would not be required on campus from 1 July

Some sense that there is a central drive to have more staff return to campus

Wish for more support for calculating safe capacity. Guidance by building with air flow type (1, 2) would be helpful.

Interest in working together where there is a shared floor plate and request for support to initiate that

Next steps

- Development of FAQs to enhance existing Return to Campus web material.
 - Formation of floor-by-floor working groups in Faculty and Sherfield buildings to enable coordinated approach for returning to campus from July onwards.
 - Seeking individual representatives from teams on shared floors to lead the work
 - Seeking a lead representative for each shared floor to coordinate activity
 - Begin to use data from the RTC survey to inform next steps
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Safety workstream update

- Update on [current safety roadmap](#)
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People workstream update

The People workstream is being established by Audrey Fraser to cover:

Psychological transition to returning to campus

- Mental health and physical health
- Staff engagement
- Employee Relations
- EDI impact on different groups
- Management skills/tools to manage in a different way

An update on the People workstream's composition, Terms of Reference and initial outputs will follow at the next Returning to Campus meeting.

Communications

Standing agenda item

Any other business
