Returning to Campus Working Group

19 August 2021

Neil Alford
<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Purpose</th>
<th>Lead</th>
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<tbody>
<tr>
<td>10.00-10.05</td>
<td>Intro</td>
<td>Introduction / Absence (Harbhajan, Joe and Juan away)</td>
<td>NA</td>
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<tr>
<td>10.05-10.15</td>
<td>Safety update</td>
<td>• Ventilation&lt;br&gt;• Vaccination&lt;br&gt;• Testing</td>
<td>SJ</td>
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<tr>
<td>10.15-10.35</td>
<td>People update</td>
<td>• Hybrid Working Summary and Respect on Campus – Discussion and signoff&lt;br&gt;• Discussion of encouragement to use TeamSeer to show WFH frequency across teams&lt;br&gt;• Staff Networks discussion summary&lt;br&gt;  *Hybrid Working Escalation route for staff&lt;br&gt;  *Guidance for pregnant staff and staff with care responsibilities&lt;br&gt;  *Guidelines for managers to support discussions with staff on return to campus working</td>
<td>AF</td>
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<td>10.35-10.40</td>
<td>Space update</td>
<td>Update on current workstream activity</td>
<td>CB</td>
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<td>10.40-10.45</td>
<td>Communications</td>
<td>Standing item – Communications for Staff Briefing 20/08</td>
<td>AY</td>
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<td>10.45-10.50</td>
<td>Any other business</td>
<td>Standing item</td>
<td>All</td>
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Safety
Safety Workstream update

Risk Assessments
- Estates Ventilation Survey update
- Lack of coordination of shared space risk assessments
- Workplace risk assessments and building overview

Vaccination
- Options for student and staff vaccine provision
- Vaccine status declaration and ensuring isolation for unvaccinated staff

Testing
- Update on asymptomatic PCR testing programme
- Update on LFD provision to College community

Signage
- Removal/revision of on-campus signage not fully completed and now out-of-date
People
Benefits of Hybrid Working and Respect on Campus documents

The People Workstream membership has reviewed and edited these documents, which will be communicated out in Staff Briefing tomorrow (Friday 20 August).

Using TeamSeer to manage PTO staff absence and estimate on-campus presence

After being raised by the Space workstream, support from the People workstream will be given to promoting the use of TeamSeer for Professional Services staff. Providing its use is wide enough across College, TeamSeer data can provide a useful way of monitoring Working from Home, Holiday and other absence, as a means to determining days spent on campus, to give an indicative idea of hybrid working.

Microcoaching update

Following positive feedback from the People workstream, there has been a call for HR volunteers to commit 2 x 25 minute coaching sessions per week, with a goal to commencing these from the beginning of September. These sessions are designed to support managers with their conversations with returning staff.
Staff Networks discussion on Returning to Campus

The Staff Networks (PA and Admin Network, Imperial as One, Able at Imperial, and Imperial 600) consulted with a group of HR senior leadership – Harbhajan, Audrey and Nichola Stallwood. The discussion, questions raised separately by the PA & Admin Network and consolidated offline questions have been reviewed and FAQs are being created for use by the College staff community.

Emerging issues included are:

• **Guidance on escalation** – offering steer when staff are uncomfortable with a decision relating to hybrid work and are unable to resolve it with their manager.

• **Guidance for pregnant staff and staff with caregiving responsibilities.**

• **Guidelines for managers** to support discussions with staff on return to campus working.

• **Guidance for staff who are clinically vulnerable.**
Space

Verbal update
Comms

Any items to promote or include in Staff Briefing
Any other business

Standing agenda item