Managers’ guidance for staff required to travel to and from College campus during COVID-19 restrictions

The College’s highest priority is safe working for all staff and students on campus. As national lockdown restrictions begin to ease, managers are still required to carefully consider which of their staff are required to be physically present on campus to undertake essential work. Managers should discuss these requirements with their staff and, as part of this discussion, staff may have ongoing concerns about being able to safely travel to and from work.

Staff should be encouraged to walk or cycle where possible and plan ahead to avoid busy times and routes on public transport. Staff should be advised to familiarise themselves with the government’s COVID-19 travel guidance.

Managers should also consider flexible hours for their staff where possible to limit travel at busy times. Managers should always ensure that this guidance is applied in a fair and consistent manner.

Depending on individual circumstances or a requirement to be on campus at a specific time, some staff may request permission to drive into work. The College does not normally encourage individuals to travel by car but is aware that it is a COVID-safe way to travel, and so managers will give consideration to staff requesting this. In such cases, line managers should consider what additional support can be offered by the department for a temporary period such as car parking on campus.

Line managers are required to discuss all requests for additional support, regardless of whether they are supportive of them or not, with their Head of Department, who will have final decision on how to apply this guidance and for how long the arrangements should be in place. This should then be communicated to the member of staff in advance of their first journey.

This guidance will be reviewed regularly and updated in accordance with Government COVID-19 guidelines as appropriate.

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