

## Coronavirus (COVID 19)

### Frequently Asked Questions (FAQs) for Employees

Updated on 8 June 2020 (Initially published: 17 March 2020)

Although employees are encouraged to familiarise themselves of these FAQs and those published for students regularly, please note that any latest advice and guidance from the government supersedes the instructions, advice, and all other information provided here in this document.

Please use the following link for the latest guidance from the UK Government:

<https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public>

For further guidance from the UK Government on social distancing for everyone in the UK and protecting older people and vulnerable adults, please follow:

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

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## Q What is the current position of the University?

<p style="text-align: center;"><b><u>Message from University:</u></b></p> <p>Dear Colleagues</p> <p>I wanted you to see the article below (link attached (i)), which will undoubtedly have been seen by some potential students and is based upon the press release which UCU recently issued (also detailed below (ii)).</p> <p>I am disappointed with the Regional UCU approach, especially as it is so at odds with the constructive dialogue the University enjoys with our local UCU branch union officials.</p> <p>I am sure you will agree that assuring our students, and their families, that the University is a responsible and caring education institution is essential; particularly at this worrying time.</p> <p>I know from the superb feedback I have seen from our current students this Term just how hard you have all been working to support their learning at a distance. It is an absolute credit to you.</p> <p>I also know that students often find remote learning a challenge due to a lack of learning resources at home for all sorts of socio-economic reasons. The students of our University want and need access to our campus resources as soon as is practical and safe.</p> <p>The detailed sector leading plan we have in place to open as a 'COVID secure' campus in September is therefore vitally important for our particular cohort of students. It follows the best available Government 'COVID secure' guidelines for workplaces and will be refined as soon as we have further clear Government guidance specifically for universities on this issue; and, of course, before we re-open to students in about 15 weeks from now.</p> <p>At a time when the university sector is forecasting a massive reduction in income for next year and many students across the UK are reputedly considering deferring their university experience, the type of comments made in the press release by Regional UCU Officers about our University are very unhelpful, if not destructive.</p> <p>It is right and proper for trade unions to express concerns which can be taken seriously based upon evidence and which can be properly addressed. Inflammatory statements which are detrimental and have limited veracity are, however, concerning.</p> <p>We all want to secure a thriving and successful university for the future. Unsubstantiated claims which lead to headlines branding the University 'irresponsible' damage that objective.</p> <p>That said, undeterred by unfounded criticism, we must continue to put our students and their success at the heart of everything we do and open safely in September as planned.</p> <p>Thank you for taking the time, as always, to read this note. I will continue to communicate regularly (if and when issues arise), as has become usual for me during the pandemic lockdown.</p> <p>Prof G E Holmes DL Vice Chancellor</p> <p>(i) Link below:</p> <p><a href="https://www.manchestereveningnews.co.uk/news/greater-manchester-news/universitys-plan-welcome-students-back-18292490">https://www.manchestereveningnews.co.uk/news/greater-manchester-news/universitys-plan-welcome-students-back-18292490</a></p> <p>(ii) <b>UNIVERSITY AND COLLEGE UNION (UCU)</b></p>	Updated 22/5/20
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**PRESS RELEASE**

**Union response to University of Bolton plans to open in September**

The [University of Bolton's plans to open in September](#) are out of step with other universities and suggest that staff and student safety is not the institution's number one priority, said the University and College Union (UCU) today (Wednesday).

The union said that there had been no consultation over health and safety risk assessments and it was irresponsible to promise business as usual at this early stage. Yesterday, [the University of Cambridge](#) said all its lectures next year would be online and the [University of Manchester](#) has said there will be no face-to-face lectures in the first term.

UCU regional official Martyn Moss said: 'This looks like an irresponsible promise from Bolton at this stage and is out of step with what other institutions are doing. There has been no consultation with the staff unions over health and safety risk assessments, which does suggest that staff and students are not its top priority.'

'Unfortunately, this is exactly the sort of thing we warned would happen without government support for higher education. Institutions are worried about loss of income and students being poached by other universities. The government needs to step in and underwrite income lost through fees and teaching grants. In response, universities must promise to work together on plans for things like reopening and when to recommence face-to-face teaching.'

**Message from the University:**

Updated  
19/5/20

Dear Colleagues

As I explained in my email to you last Wednesday, Government policy is now that staff should continue to work from home if they can, but they should come to work if the nature of their job means it is not possible to do that job at home.

However, I indicated that staff should await further communications from me or their managers before they report on campus for duty.

Some colleagues will be needed on campus to prepare for re-opening and they will be required to come in.

Risk assessments will be undertaken by the University's Health and Safety Manager in these cases to ensure proper arrangements are in place.

The University is now in the process of delivering an ambitious and innovative plan to re-open the University campus for the first week in September 2020 on a phased basis. Some areas will, in fact, be operational earlier.

This will enable us to recruit new students to teach on campus and to support the progression and ongoing learning of existing students, also with campus facilities available to them.

To get to this position has required careful planning, ensuring that we comply with the regulations in force at all times and that health and safety standards for dealing with the ongoing pandemic and Government advice are met.

In this message I aim to explain in much more detail the University's plans for ensuring that we provide a COVID Safe/Secure working and learning environment for students and staff, on a fully operational campus, from early September 2020.

Subject to any unforeseen developments or action by the Government beyond our control, the message is clear; the University of Bolton will provide our students with a full campus experience, plus continue to teach our excellent undergraduate and postgraduate programmes (as we are doing now) using a range of virtual on-line learning tools.

We will ensure that all students will have access to the University campus and be able to study and engage in person with other students and staff.

This will necessitate widespread changes to create a 'new normal' on campus.

Measures will include, but are not limited to:

- Providing socially distanced face-to-face tutorials, laboratory experience, access to arts studios and specialist facilities, etc.
- Implementing an effective scheduling system, limiting significantly the number of staff and students on campus at any one time.
- Dividing sessions for access on campus into set times per day, for example, possibly between 8am-2pm and 2pm-8pm.
- Strictly observing recommended social distancing guidelines at all times.
- Installing sophisticated airport-style walk through temperature scanners at every building entry.
- Making bicycles available for loan by students, enabling them to avoid crowded public transport.
- Providing on-campus bike parks as well as car parks.
- Ensuring there are adequate additional sanitiser stations.
- Making the wearing of face coverings on campus compulsory for the foreseeable future to safeguard the safety of those around you. In exceptional circumstances, such as misplacing or forgetting face coverings, members of the University community will be issued with replacements.
- Carefully managed walking routes including one-way navigation.
- Multiple 'learning zones' being created across the campus, by identifying and transforming large spaces into areas featuring tables with plastic dividing screens to allow communication between people facing one another. (E.g. The ground floor of the National Centre for Motorsport Engineering will be cleared to become such a zone and other areas will also be repurposed).
- Additional self-service, café-style takeaway food and drink stations to minimise queues.
- Instigating a rigorous cleansing programme throughout all University buildings.

These measures will enable every student to physically attend the University campus safely for up to 12 hours per week at specified sessions, whether that is to work in labs, studios, workshops etc, attend tutorials, meet fellow students or converse with their tutor, on top of continuing their learning online.

***To help reinforce this important message, we have produced an animated informational video to outline as simply as possible to staff and students our range of planned safety measures.***

***See link: <https://youtu.be/yJKuGwVIs7M>***

Workshops, laboratories, studios etc will be adapted over the summer to ensure they are Covid-19 secure and can be used as safely as possible, while at the same time enabling staff and students to observe the correct social distancing requirements.

We are determined to ensure that the University of Bolton is ahead of the game in transforming its campus to create a place where students feel safe and happy to come to and make the most of their experience of Higher Education.

To achieve the transformation needed over the next few weeks, small numbers of key staff will be identified and requested to attend the University buildings to get us ready for 'COVID compliant', 'COVID secure' opening by September 2020.

Your full co-operation with this is essential to the success of the approach we are taking. By supporting efforts fully you will make the difference between the University opening again and being attractive to students or the inevitable negative consequences of any sub-optimal solution.

Derek Rout (Facilities Director) has taken charge of the reshaping and recommissioning of our buildings ready for opening, and to make all reasonable adjustments needed to make the campus operate, from September, in a safe manner for staff and students (whilst ensuring social distancing and other regulatory and legal requirements are met). Please do all you can to assist in this endeavour when called upon.

This will of course mean changes to the way our buildings are set out and used, and this will need careful local input and key staff working to make the changes necessary on the ground.

Derek will call staff 'in' as needed to return to 'work on site' in accordance with this objective.

The call to 'come into work' will be on a needs basis for the institution and will involve direct requests to specific individuals who are essential for specific activities related to their skills set in facilitating the phased return to campus.

If you are needed on campus you will be called upon and contacted. You will only be asked to work in an area when David Thurston (Health and Safety Manager) is confident that it is safe for you to do so. David is working closely with Derek to this end.

***The message for anyone else remains the same for now: do not come to work on campus unless you are specifically required.***

If you are called upon to come into work, your manager or other nominated duty manager will hold a 'Return to Work Briefing' with you. However, should you have concerns about any issue at all, you must raise it with HR immediately for us to help you resolve it.

Nobody will be put at unnecessary risk and everyone who comes on to campus will be provided with the appropriate protection, if required.

All other staff not called in or required for key campus preparations will continue as they are currently doing.

The small number of colleagues furloughed should comply with the requirements of that scheme and if called in to campus to take on work they will be released from furlough on a case by case basis from time to time as needed.

The Government made new announcements about the furlough scheme and these will apply to staff who continue to be furloughed after 1 July 2020 (I do not expect this to be a large number of people at all).

All the evidence suggests that things will not return to what people regard as the 'old norm' for a long time (possibly a year from now). However, I hope that this clear statement again helps you to feel confident in the University of Bolton's future.

We are determined to ensure that our campus will be open for business come September. This work is business critical and affects all our futures.

I would like to thank you for your remarkable ongoing commitment and work so far. I would also like to thank you in advance for your support and flexibility in ensuring this positive plan is delivered to provide the best possible experience for our students.

**Prof George E Holmes**  
**President and Vice Chancellor**

### ACADEMIC STAFF: ABOUT LEARNING, TEACHING AND ASSESSMENTS

<p><b><i>What guidance should be given to students who are ill or need to self-isolate in relation to teaching, learning and assessment (with open access to the campus)?</i></b></p>	<p>In the first instance, students who are ill need to email their Programme Leader and Personal Tutor to inform them of their situation.</p> <p>If any student is self-isolating and are well enough to study, they can keep up to date with lecturers via Moodle or other platforms, as directed. they can also if required, request a telephone or video tutorial.</p> <p><b><i>Students do not need to submit Mitigating Circumstances for any assessments due for submission after 20th March to the end of the semester.</i></b></p> <p>If students are absent for more than two weeks due to illness (e.g. for online tutorials), they should keep their Personal Tutor and Programme Leader updated on your situation.</p> <p>If a student falls ill and/or needs to self-isolate, They will NOT be required to submit a doctor's letter and can instead report their illness in writing (e.g. email) to their Personal/Academic Tutor and Programme leader.</p> <p>Staff should advise students to keep their Personal/Academic Tutors and Programme Leaders up to date by email with the status of their medical condition, if they are absent for two or more days.</p>
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	Students in self-isolation who are healthy should be given opportunities to access teaching material on Moodle or other platforms and ask for support tutorials via phone or video link.	
<b><i>What arrangements will be put in place if a member of academic staff falls ill and cannot deliver classes via working remotely?</i></b>	<p>Wherever possible, we are seeking for student classes not to be cancelled and for them to be taught by another member of the programme team.</p> <p>Where cancellations are necessary, it should be possible for another member of the programme team to set work for the affected students from the material in Moodle or other platforms.</p> <p>Therefore all members of academic staff must ensure that Moodle classes are populated to the end of the current teaching period; that assessments are written and moderated; and that other programme team members have been enrolled as users and have full access to the Moodle classes or other platforms used.</p>	Updated 24/3/20
<b><i>How will learning and teaching take place remotely?</i></b>	<p>From 20th April 2020, teaching will continue to take place remotely using materials on Moodle, Zoom and other agreed platforms. You can also include PowerPoint voice-overs and Zoom video recordings for those who are unable to participate in live sessions. Support tutorials can be conducted using audio or video.</p> <p>Please ensure you communicate your availability to students on your Moodle class sites as well as response times (usually 3 working days).</p> <p>It is recommended that you encourage your students to use the discussion forum on your Moodle classes if they wish to post queries and share learning. This will ensure that all students who wish to, and are able to, engage are part of the learning community.</p> <p>Please see <a href="https://www.bolton.ac.uk/ITSupportServices/Home.aspx">https://www.bolton.ac.uk/ITSupportServices/Home.aspx</a> for further guidance on using online learning tools and a link to pedagogical guidance and available support through mentoring.</p> <p>A revised academic calendar has been produced to reflect the extension to the vacation period. Whilst the normal end dates for the teaching year have been retained, there are various resultant changes needed after Easter to ensure all necessary activities and contact hours can be completed within that time. Timetables may need to be amended accordingly. Students' virtual attendance will be monitored from 20<sup>th</sup> April 2020 onwards and recorded in the usual manner using Celcat.</p> <p>The revised calendar is available from the student and staff hubs: <a href="https://studenthub.bolton.ac.uk/students/login?ReturnUrl=%2f">https://studenthub.bolton.ac.uk/students/login?ReturnUrl=%2f</a></p>	Updated 24/4/20

	<p>For those students who are not able to join synchronous sessions due to their circumstances (and technology), they can watch videos and engage with set tasks after the class and should still be recorded as present as long as they have engaged within a week of the timetabled session. Those who have not engaged within a week should be marked as absent. However, their performance will be subject to the blanket Mitigating Circumstances action.</p>	
<p><b><i>How will assessment take place remotely?</i></b></p>	<p>Students will have the opportunity to complete the remainder of their Semester 2 work via scheduled and alternative assessments. Alternative assessments need to be approved using the procedure set out by your Academic Co-ordinator for Standards, Enhancement and the Learner Experience (AC SELE). Please ensure that the alternative assessment format can broadly cover assessment learning outcomes in a robust but simple manner.</p> <p>Module Tutors should advise students of any changes to the format and timing of assessments and allow for flexible deadlines (up to the 26<sup>th</sup> May 2020 – Please see revised academic calendar). Students should request extensions by emailing the relevant Module Tutor (Extension forms and evidence will not be required during this period).</p> <p>Scheduled and alternative assessments will count towards a student’s academic and skills development and will enable a student’s mark profile to be enhanced. However, students will not be disadvantaged if they perform less well in their post 20<sup>th</sup> March assessments or if they are unable to complete these. No student should be pressurised into completing scheduled and alternative assessments.</p>	<p>Updated 24/3/20</p>
<p><b><i>What will happen if students are unable to complete their semester 2 work?</i></b></p>	<p>A progression decision or award decision will be made on the basis of assessments available to the Assessment Board. Assessment Boards will have the opportunity to allow students to progress and or be awarded on the basis of incomplete profiles (with all assessments prior to 20<sup>th</sup> March 2020 complete) if assured that Programme Learning Outcomes have been broadly covered by the work completed and PSRB guidelines have been complied with. Further guidance on Assessment Boards will be sent out in due course.</p> <p>Students will have the option to complete assessments/modules affected by campus restrictions again at a later date without penalty.</p> <p>Students will not need to submit Mitigating Circumstances for any assessments due for submission after 20<sup>th</sup> March 2020 to the end of the semester.</p>	<p>Updated 2/4/20</p>



<p><b><i>What is happening with apprentices?</i></b></p>	<p><u>Engineering Apprentices – Mechanical, Electrical and Civil Engineering</u></p> <ul style="list-style-type: none"> <li>• The next virtual class will be week commencing 20<sup>th</sup> April, participation instruction will be provided by programme leader</li> <li>• You should maintain your Off the Job Training timesheet log over the period, utilising being mentored / shadowing / course work as the proof of OJT taking place</li> <li>• If a review is scheduled over this period, it will take place and conducted via virtual means (phone, zoom, MS teams etc)</li> </ul> <p><u>Healthcare Apprentices – Operating Department Practitioners, Nursing Associate, Assistant practitioners and Advanced Clinical Practitioner.</u></p> <ul style="list-style-type: none"> <li>• Apprentices who are being asked to undertake full time duties and not virtually attend classes <ul style="list-style-type: none"> <li>○ Review in four week time to ascertain this is still the case</li> <li>○ If it is, instigate a Break in Learning</li> </ul> </li> <li>• Apprentices who are being granted study days <ul style="list-style-type: none"> <li>○ Attend virtual classes using technology as instructed by programme team</li> <li>○ Maintain their monthly OJT time sheet log</li> <li>○ Have reviews conducted, when requires via virtual means (phone, zoom, MS teams etc)</li> </ul> </li> <li>• Apprentices who are about to finish their studies and enter in to End Point Assessment (EPA) <ul style="list-style-type: none"> <li>○ Complete their final assessments as instructed by programme team</li> <li>○ Awards progressed as per University contingency</li> <li>○ Break in Learning instigated, which lasts until such time apprentice is able to undertake EPA</li> </ul> </li> </ul>	<p>Updated 24/3/20</p>
<p><b><i>What changes are being made to the academic calendar?</i></b></p>	<p>A revised academic calendar has been produced, to reflect the extension to the vacation. Whilst the normal end dates for the teaching year have been retained, there are various resultant changes needed after Easter to ensure all necessary activities and contact hours can be completed within that time. Timetables may need to be amended accordingly. Student’s virtual attendance will be monitored from 20 April onwards and recorded in the usual manner using Celcat.</p> <p>The calendar is available from the student / staff hubs:  <a href="https://www.bolton.ac.uk/wp-content/uploads/2020/03/Revised-Academic-Calendar-for-remainder-of-2019-20-at-27-Mar-20.pdf">https://www.bolton.ac.uk/wp-content/uploads/2020/03/Revised-Academic-Calendar-for-remainder-of-2019-20-at-27-Mar-20.pdf</a></p>	

## GENERAL INFORMATION/ SUPPORT

<p><b>What is the University doing to keep employees updated?</b></p>	<p>Communications are being issued to employees as necessary via All Staff Emails and the University website is regularly updated to reflect the latest information and advice. There is also a link via the MyBolton app.</p> <p>As this is a rapidly changing situation employees should look out for further updates from the University, including updates to these FAQs and also content published on the University web site.</p>	
<p><b>Where can I find further information?</b></p>	<p>This is a rapidly changing situation. You should regularly look out for further updates via All Staff Emails and on the web site. Further information can be found from:</p> <ul style="list-style-type: none"> <li>• The <a href="#">Public Health Agency website</a></li> <li>• <a href="#">Foreign and Commonwealth Office (FCO) website</a></li> <li>• <a href="#">GOV.UK website</a></li> <li>• <a href="#">The World Health Organization</a></li> </ul> <p>HR have introduced a dedicated askHRCV19 helpline and email service for employees who have queries regarding any aspect of their employment related to the COVID 19 outbreak. Employees can leave a voice message on the askHR number (01204) 903579 or email askHRCV19@bolton.ac.uk. The HR team will respond to queries in the order that they are received and endeavour to respond within 8 hours.</p>	<p>Updated 20/3/20</p>
<p><b>What is the University's approach to confidentiality and respect?</b></p>	<p>We respect the right to confidentiality of the members of our University community who may be diagnosed with coronavirus. Confidentiality is the right of an individual to have personal, identifiable medical information kept private. The University expects all those within the University community to be treated with dignity and respect. Any act of abuse or hate speech is unacceptable and should be reported to the University or the local police.</p>	
<p><b>I am a member of staff and I/family members have been affected by the virus, is there any further support?</b></p>	<p>If you have been affected by the virus and the situation has caused anxiety or stress, you can contact the University's Employee Assistance Program (EAP) provider Vivip. This line is available 24/7</p> <p>Telephone: <a href="tel:03303800658">03303800658</a> (local call rate)  Email: <a href="mailto:help@vivup.co.uk">help@vivup.co.uk</a>  Web: <a href="http://vivup.co.uk">vivup.co.uk</a></p>	
<p><b>I am a University employee / worker based overseas and am currently residing in a high-risk country. What does this mean for me?</b></p>	<p>The University is concerned for your welfare and encourages you to keep updated regarding the information / guidance published at the University. Please also make regular contact with your line manager at the University to discuss the situation in the country you are based in. Please continue to make yourself aware of changing advice and guidance in your current location as the situation develops.</p>	

<p><b><i>I want to ensure that the University has up to date personal and emergency contact details held, what should I do?</i></b></p>	<p>We want to ensure we can contact every colleague (or their next of kin, if appropriate) in the event of an emergency. We ask everyone to check their details are correct (and update them if they are not) on MyHR, as soon as possible.</p> <p>To do this, please log in to MyHR via the University website, or use this link: <a href="https://hrselfservice.bolton.ac.uk/tlive_ess/ess/index.html#/login">https://hrselfservice.bolton.ac.uk/tlive_ess/ess/index.html#/login</a> and select the Personal menu.</p> <p>Colleagues should also ensure their Head of School / Service has up-to-date contact details locally.</p>	
<p><b><i>What should I do if my question isn't answered by these FAQs, or if I want further advice?</i></b></p>	<p>Colleagues should speak with their Head of School / Service in the first instance. Alternatively, they can contact the relevant member of the HR team.</p> <p>HR have also introduced a dedicated askHRCV19 helpline and email service for employees who have queries regarding any aspect of their employment related to the COVID 19 outbreak. The details are listed above.</p>	

## SICKNESS ABSENCE

<p><b><i>I have an underlying health condition - what should I do?</i></b></p>	<p>We know that this may be a worrying time, particularly for those with pre-existing medical conditions. Individuals who have an existing long-term condition and are concerned about coronavirus should continue to take their normal precautions and may wish to contact their GP. Those with chronic medical conditions, such as heart disease, diabetes, lung disease, may feel particularly vulnerable.</p> <p>If people with long-term conditions have concerns they may have COVID 19, they should telephone NHS 111.</p> <p>Your wellbeing is of paramount importance. The University should also be made of aware of any underlying / long term medical conditions that may make them vulnerable. Individuals wishing to disclose information regarding any such conditions can speak with HR. The University may refer such cases to its Occupational Health provider for advice / guidance.</p> <p>If you have one of the medical conditions identified by Public Heath England as putting you at high risk if you were to catch COVID 19 (e.g. have had an organ transplant and are taking immunosuppressant medicine; are having chemotherapy or radiotherapy; have blood or bone marrow cancer, such as leukaemia; have a severe chest condition, such as cystic fibrosis</p>	<p>Updated 20/3/20</p>
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	<p>or severe asthma and/or have another serious health condition), you must speak with your Head of Service / School and self-isolate.</p> <p>The NHS have published advice that the NHS will contact such individuals from Monday 23 March 2020 if they are at particularly high risk of getting seriously ill with coronavirus and they will be given specific advice about what to do.</p>	
<p><b><i>What should I do if I am pregnant ?</i></b></p>	<p>In line with Government guidance, all pregnant workers should now self-isolate and if possible, work remotely until further notice. If this applies to you, please speak with your Head of Service / School to make the necessary and appropriate arrangements.</p> <p>If it is not possible to work remotely, you are advised to remain at home until further notice and keep regular contact with your Head of School / Service. Should you subsequently become unwell for any reason whilst at home please follow the normal sickness absence notification process to ensure that this is reported, and your Head of Service / School is aware. If you are returning to work, you must have a return to work interview with your Head of Service / School.</p>	<p>Updated 20/3/20</p>
<p><b><i>What should I do if I fall ill?</i></b></p>	<p>The main symptoms of coronavirus include a high temperature, a new continuous cough, loss or change to your sense of smell or taste.</p> <p>Exhibiting these symptoms does not necessarily mean that you have coronavirus. However, if you have symptoms, you must not attend work and must self-isolate. Please follow the latest advice and guidance from the government using the following link: <a href="https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public</a></p> <p>You must notify your Head of Service / School by telephone before your contractual start time at work, or as soon as possible if that is not practical.</p> <p>Guidance for people with confirmed or possible COVID-19 Infection can found here: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</a></p> <p>The main messages are:</p> <ul style="list-style-type: none"> <li>• if you have symptoms of coronavirus infection (COVID-19), however mild, please follow the government’s guidelines for self-isolation as suggested above.</li> <li>• this action will help protect others in your community while you are infectious</li> </ul>	<p>Updated 8/6/20</p>

	<ul style="list-style-type: none"> <li>• plan ahead and ask others for help to ensure that you can successfully stay at home</li> <li>• ask your employer, friends and family to help you get the things you need to stay at home</li> <li>• stay at least 2 metres (about 3 steps) away from other people in your home if possible</li> <li>• sleep alone, if possible</li> <li>• wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser</li> <li>• stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible</li> <li>• you do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, call NHS 111. For a medical emergency dial 999</li> </ul> <p>If you are at work and feel unwell with the symptoms you should contact your Head of Service / School by telephone and self-isolate.</p>	
<p><b><i>If I am confirmed as having Coronavirus and/or are required to self-isolate, how is this absence recorded?</i></b></p>	<p>Please contact your Line Manager immediately if you have a confirmed diagnosis of coronavirus. If you are unable to work, and it is agreed by your Head of Service / School that you cannot continue to work remotely, your absence will be recorded as “sick”. You will be paid your contractual sick pay entitlement for the duration of your sickness absence.</p> <p>However, absence to having COVID 19 symptoms will not be taken into account when determining whether or not to take any formal action within the procedure. This is a temporary measure.</p>	<p>Updated 30/3/20</p>
<p><b><i>If a colleague in my department is tested positive for COVID 19 what will this mean for me?</i></b></p>	<p>The University will inform the appropriate department where there is a positive diagnosis for an employee. The University will follow the advice of the local health team. Immediate steps will be taken to implement the advice and colleagues will be kept up to date as a matter of priority.</p>	
<p><b><i>What are the specific sickness absence and reporting arrangements applicable to the COVID 19 (Coronavirus) Outbreak?</i></b></p>	<p>During this coronavirus outbreak, if staff fall ill because of a high temperature, a new continuous cough, loss or change to your sense of smell or taste or have other symptoms of COVID-19, it is vital that employees do not attend work and self-isolate as per the government guidelines. Employees who are not able to attend work or work remotely (to undertake their duties in full) due to the severity of symptoms will be recorded being absent due to sickness and will receive University Sick Pay (subject to the University Sickness Absence Policy and Procedure). In line with the University Sickness Absence Policy and Procedure, employees should notify their Head of Service/School of their absence prior to their normal start time, or, where this is not possible within one hour of the planned start time.</p>	<p>Updated 8/6/20</p>

	<p>The University recognises that employees may be legitimately absent without having written medical evidence (typically, a Statement of Fitness for Work ‘fit note’ from a doctor). If they are given medical advice to self-isolate, we will not ask employees to provide written medical evidence after seven calendar days' absence, as is usual procedure. This is due to public health advice, specifying that if individuals show symptoms, they should avoid going to their doctor or a hospital to prevent the infection from spreading. Such individuals may have been given medical advice via telephone from NHS 111 to self-isolate.</p> <p>Employees are expected to explain to their Head of Service/School what medical advice they have been given and from whom; and keep in regular contact with their Head of Service/School in line with usual practice. An employee’s line manager may also contact them from time to time to keep in touch and monitor progress. A telephone based Return to Work interview should be undertaken by the relevant Head of School / Service before a colleague returns to work.</p>	
<b><i>I am due to start working at the University and have been told to self-isolate – will I still get paid?</i></b>	Yes – your employment with the University will be effective from the date specified in your contract of employment. However, you should liaise with your Head of Service / School at the University or HR to ensure that your details (and in particular your bank account details) are entered onto University systems to ensure payment can take place and explore if you are able to remote work from home.	Updated 20/3/20
<b><i>If I have to take emergency leave to care for a dependent – will I be asked to undertake work remotely?</i></b>	It is expected that where possible all efforts should be made for you to undertake work remotely and this should be agreed between you and your Head of Service / School on a case by case basis.	Updated 20/3/20
<b><i>I live with someone who has COVID-19 symptoms – what should I do?</i></b>	If you are required to self-isolate but are not sick you should notify your Head of School / Service and work remotely, if that is possible. If you become unwell during the self-isolation period, you should follow the normal sickness absence notification process.	Updated 20/3/20
<b><i>How will absence from work directly due to COVID-19 isolation be recorded?</i></b>	The University will need to keep a record of absence related to Covid-19, including absences related to self-isolation.	Updated 30/3/20

## ANNUAL LEAVE

<p><b><i>What are the arrangements for annual leave during this COVID 19 outbreak period?</i></b></p>	<p>The University has to balance the needs of ensuring business continuity and the wellbeing of staff (to include the ability of employees to take annual leave and to take periods of rest). Heads of School/Service should allow employees to take any pre authorised annual leave. However, employees (particularly those colleagues in a managerial role) may be specifically asked by the University to rearrange their existing annual leave plans to assist with business continuity.</p> <p>The booking of new periods of annual leave will be subject to business/ operational needs in the normal way, while considering business continuity needs in the current extraordinary circumstances. Employees should not make plans until new requests have been discussed and approved by their Head of School / Service.</p> <p>The University encourages all employees to take their annual leave in the year it is accrued. Given the current exceptional operational circumstances due to Covid-19, all annual leave allocations for 2019-20 must be used by 31<sup>st</sup> August 2020.</p> <p>No unused or accrued annual leave may be carried over into 2020-2021. No payments in lieu of unused annual leave in 2019-20 will be approved.</p> <p>Please note the University, in exceptional circumstances to ensure business continuity, reserves the right to require specific employees / line managers to cancel and amend their annual leave plans. Any such requirement will be determined by the relevant member of the Executive Board and as much notice as possible will be given. The University will financially recompense in full any employee required to cancel and amend their annual leave plans at the specific request of the University.</p>	
<p><b><i>The government has eased restrictions on the carry-over of statutory leave, can I now carry forward annual leave?</i></b></p>	<p>No, you will not be able to carry forward annual leave into the 2020/21 leave year.</p> <p>Although the government has eased the restrictions on carry-over of statutory leave, this is aimed at key workers who are unable to take their leave due to their work in tackling the coronavirus epidemic. The government has specified that the carry-over applies 'where it is not reasonably practicable for a worker to take some, or all, of the holiday to which they are entitled to, due to the coronavirus.' This will not apply to University staff, who remain able to take their annual leave.</p> <p>We would like to remind all colleagues of the importance of taking time away from work, especially during these challenging times, to look after your own physical and mental wellbeing.</p>	

<p><b><i>Following the recent communication from the Vice-Chancellor the University is being effectively closed from Monday 13<sup>th</sup> April to Friday 17<sup>th</sup> April inclusive and annual leave is to be taken for four days. How is this annual leave being classified?</i></b></p>	<p>Due to the COVID 19 outbreak the University (in the interests of employee wellbeing at this challenging time) is requiring all employees (both professional support and academic colleagues) to take annual leave during the week Monday 13th April to Friday 17th April. The four days will be taken from employees existing annual leave entitlement. No additional annual leave entitlement is being granted.</p>	<p>Updated 20/3/20</p>
<p><b><i>What advice is there about travel overseas ?</i></b></p>	<p>You should follow the latest FCO advice if you are planning to travel abroad for any reason, noting that the situation is changing rapidly in relation to COVID-19. Following the update in advice on the 17th March 2020, the FCO advises British people against all non-essential travel worldwide. For the full advice please visit:</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>We would encourage employees to make additional assessments of the personal risks involved in any foreign travel during the current outbreak of COVID-19 including potentially being unable to leave a country, return to the UK, or having to self-isolate for 14 days on your return.</p> <p>Employees unclear on what this means for them and their annual leave plans should speak with their Head of Service / School or HR Business Partner in the first instance.</p>	<p>Updated 20/3/20</p>
<p><b><i>I am travelling abroad and will need to self-isolate at home for 14 days on my return to the UK, what are the implications for this?</i></b></p>	<p>For as long as any government measures requiring those arriving in, or returning to, the UK to self-isolate at home for 14 days are in place, staff who travel overseas on leave and who will have a quarantine period on their return will need to either:</p> <ul style="list-style-type: none"> <li>▪ work remotely from home if this is possible; if they have returned to on-site working they should seek approval in advance to return to homeworking for the quarantine period;</li> <li>▪ book additional days holiday to cover the quarantine period;</li> <li>▪ or take unpaid leave for the quarantine period.</li> </ul> <p>Employees must speak with their Head of Service / School regarding the above arrangements that will apply prior to any overseas travel.</p>	



## WORK AND THE UNIVERSITY

<p><b><i>I work as a Variable Hours Tutor (VHT) and have work scheduled over the coming weeks. Will I get paid if this work is cancelled at short notice due to the implications of COVID-19?</i></b></p>	<p>You should speak with your Head of School. Your Head of School may require you to undertake the work virtually / via remote working. However, if you have work that is already scheduled (that you have accepted) and this is subsequently cancelled at short notice by the University you will receive payment for this work.</p>	
<p><b><i>My child or other dependant that I have caring responsibility for is in self-isolation, am I entitled to paid time off work?</i></b></p>	<p>The University wishes to support those with caring responsibilities. Where a child or dependant has been deemed as needing to self-isolate, is undergoing tests or has tested positive for coronavirus, it is likely that you will also be required to self-isolate. You should follow NHS guidelines and ensure, as far as is possible, that you have no contact with them during the isolation period.</p> <p>If you have to self-isolate and you are able to undertake your duties via remote working, then you will continue to be paid as normal. Alternatively, your absence will be treated as sick leave and the University's Sickness Absence Policy and Procedure will apply.</p>	
<p><b><i>If my child's school has been closed, what can I do?</i></b></p>	<p>The University expects employees to continue to work remotely from home where possible. It recognises that if schools are closed due to COVID-19 employees may have difficulties in arranging alternative care for their children in the short term.</p> <p>The University is granting a working dispensation to colleagues working at home and remotely to enable them, during their contracted working hours, to supervise their children in the home. Family care responsibilities will therefore be taken into account by managers when organising staff meetings by Zoom, obviously this will require 'give and take' so staff should attempt to work with their managers to enable operations to run efficiently whilst keeping an eye on their family responsibilities. All colleagues should, however, remember that they are still working even when at home and they must be contactable by phone or email during their usual working hours.</p> <p>You should speak with your Head of School/ Service to discuss the situation and potential options if you are unable to work your normal pattern whilst at home. Your Head can discuss temporary adjustments to start / finish times and other potential flexible working arrangements – e.g. temporary reduction in contracted working hours/days.</p>	<p>Updated 30/3/20</p>

	Employees may also use their annual leave and the use of unpaid leave may also be considered.	
<b><i>What if it is not possible for me to undertake my duties via remote working?</i></b>	<p>We are asking all colleagues to be flexible in their approach to the work they undertake. We know that you will want to be supportive of working in different ways and areas to support the University in delivering its core activities.</p> <p>Your Head of Service/School may need you to undertake other work remotely in line with the Grade of your role to ensure business continuity. If it is not possible for you to complete your work remotely whatsoever, you may be required to undertake alternative University work in support of your School / Service or exceptionally the activity of other Schools / Services – in line with the Grade of your role – to support the University in delivering its core activities. Employees deployed in such a manner will be consulted and provided with any relevant, briefing, induction and training.</p> <p>Heads of Service / School will keep a list of those employees who may need to work to support the activity of other Schools / Services in delivering its core activities.</p> <p>We do understand that there will be some colleagues who are unable to undertake work remotely due to the nature of their role at the University.</p> <p>Those colleagues who are in this situation and who by virtue of their role cannot work remotely are requested to engage in full time community service whilst being paid by the University – of course to do so safely and where it will be most useful - by helping the efforts to ensure that the most vulnerable people receive help in our community; offering practical support (such as drivers for shopping deliveries) and making check-in phone calls.</p> <p>These colleagues should speak with their Head of Service / School at the earliest opportunity. Those who are able to undertake volunteering activity will be asked to provide their mobile number, email contact details to their Head of Service / School – which will be forwarded to Bolton CVS (who are coordinating voluntary roles across the borough) and Urban Outreach (a local charity who are co-ordinating food banks and distribution). Such employees should remain available to return to work if needed by their Head of Service / School.</p> <p>If employees are unable to undertake such voluntary work, then they should discuss this with their Head of Service / School. Employees will be expected to use their annual leave for the purposes of efficacy) and if necessary, some of the annual leave from the forthcoming annual leave year to facilitate not working.</p>	Updated 30/3/20
<b><i>I am an employee of the University</i></b>	Yes, the arrangements communicated by the University apply to all employees of the University.	Updated 20/3/20

<b><i>predominantly based at a location elsewhere in the UK, does all of this guidance apply to me?</i></b>	However, you should familiarise yourself with any guidance published at any partner organisation you work at and speak with your Head of Service / School regarding any issues / concerns you have relating to your wellbeing or your ability to undertake work.	
<b><i>Will I be able to access certain buildings during restricted campus operations?</i></b>	Buildings and facilities within them will have restricted access and unless you have pre-authorized approval to access a building you will be denied entry, even if a building appears to be open. All employees are asked to respect this position and to extend this respect to our whole community.  Employees wishing to gain access should speak with their Head of Service / School – who will liaise with the Director of Facilities regarding any such request for access.	Updated 20/3/20
<b><i>I have been told that I am a key colleague and should still attend work, what does this mean?</i></b>	We must maintain operations where these are necessary. Where a role is required for the ongoing operation of the University, you may be designated as a key/essential worker. Key colleagues will still be required to attend work unless you have good reason to self- isolate.  The University is very mindful of all guidance from PHE, for example social distancing is in place regarding the number of colleagues and their working patterns. We will not bring colleagues into work unnecessarily.  In such circumstances, if you have concerns about working, for example you are in a vulnerable group or you live with someone in a vulnerable group, you should discuss this with your Head of School / Service and your individual concerns will be taken into account.  It is also appreciated that for some colleagues, external factors such as caring responsibilities may have altered your availability to perform your role. If you have any concerns, you should discuss your working patterns with your Head of School / Service so that potential alternatives can be explored.	

## WORKING REMOTELY

<b><i>What guidance does the University have for employees undertaking remote working?</i></b>	Working remotely at home has been directed for most employees to ensure business continuity and safeguarding the wellbeing of all those in the University community.  A Working Remotely from Home Supplementary Notes document has been published to provide clarity and to set out how the remote working is to be undertaken. This document	
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	<p>should be read in conjunction with the University Working at Home Guidelines.</p> <p>This document is published under the pre-existing section Working from Home (where you will also find the University Working at Home Guidelines and H&amp;S Checklist)  <a href="https://www.bolton.ac.uk/places/professional-services/hr/a-to-z/">https://www.bolton.ac.uk/places/professional-services/hr/a-to-z/</a></p> <p>A set of resources are provided to assist you to get the most out of working remotely. These resources include; how to use MS Teams, linking to your office desktop computer and transferring telephone calls from your University telephone to your remote telephone. These resources are regularly updated and can be accessed via the link below:  <a href="https://wakelet.com/wake/5a7a92af-e356-4e9a-a8d5-1938f7ee0217">https://wakelet.com/wake/5a7a92af-e356-4e9a-a8d5-1938f7ee0217</a></p>	
<p><b><i>Are there any specific best practices in remote working?</i></b></p>	<p>Employees of the University who are able to undertake their work remotely should do so. With this in mind, colleagues are reminded of the Working Remotely – Supplementary Notes available at the link below.</p> <p><a href="https://www.bolton.ac.uk/wp-content/uploads/2020/03/COVID-19-Working-Remotely-from-Home-Supplementary-Notes-24-March-2020.pdf">https://www.bolton.ac.uk/wp-content/uploads/2020/03/COVID-19-Working-Remotely-from-Home-Supplementary-Notes-24-March-2020.pdf</a></p> <p>We know that working remotely is a new experience and can be challenging for many of us. Here are some helpful top ten tips to assist you:</p> <p><b>1) SET UP A DESIGNATED WORKSPACE</b>  Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day.</p> <p><b>2) MAKE REMOTE WORKING WORK FOR YOU</b>  Change where you sit, put on music, whatever helps you work. And enjoy the perks – no commute or uncomfortable shoes, and all your home comforts!</p> <p><b>3) MAKE SURE YOU HAVE ALL THE TECH YOU NEED</b>  This includes a reliable internet connection, required hardware and software, access to the University network / systems, any files and importantly, knowledge of how to get IT support and the best from the systems we have.</p> <p><b>4) GET DRESSED</b>  Changing into working clothes will help you mentally switch on to productive work mode. It will also help you distinguish between ‘homeworking’ and ‘home life’.</p> <p><b>5) WRITE A DAILY TO-DO LIST</b></p>	<p>Updated 30/03/20</p>

	<p>Set out a list of realistic, achievable tasks to keep you focused.</p> <p><i>6) KNOW WHEN TO STEP AWAY FROM YOUR DESIGNATED WORKSPACE</i> Be clear about when your working day begins and ends and take breaks to refresh. It's easy to let yourself be 'always on' when your home and office are the same place.</p> <p><i>7) STAY IN CONVERSATION</i> Contribute regularly to team chats/group emails so you don't drop off the radar. Ask about what people are working on and share what's on your agenda.</p> <p><i>8) FOSTER RELATIONSHIPS</i> Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact, if possible.</p> <p><i>9) ASK FOR SUPPORT WHEN NEEDED</i> Speak out when you need assistance, further guidance or support. Your Head of Service / School, colleagues and you are part of a team and should be supporting each other, even remotely.</p> <p><i>10) BE CLEAR IN YOUR COMMUNICATION</i> Speaking in person gives you visual and audio cues that help you communicate. Conversing remotely removes a lot of that extra information so make your communications extra clear and concise.</p>	
<p><b><i>If I am unable to work remotely, can I support my Local Community, volunteer etc?</i></b></p>	<p><b>Employees not able to work remotely – supporting the local community</b></p> <p>We do understand that there will be some colleagues who are unable to undertake work remotely due to the nature of their role at the University. These colleagues should speak with their Head of Service / School at the earliest opportunity.</p> <p>Those who are able to undertake volunteering activity should provide their mobile number and email contact details to their Head of Service / School – which will be forwarded to Bolton CVS (who are co-ordinating voluntary roles across the borough) and Urban Outreach (a local charity who are co-ordinating food banks and distribution).</p> <p>Such employees should remain available to return to work if needed by their Head of Service / School.</p>	
<p><b><i>I am unable to perform all of my normal duties remotely at home, will</i></b></p>	<p>As far as possible, you should try to undertake your normal duties but working remotely. If your duties cannot be carried out from home in full, your Head of School / Service may discuss you undertaking alternative duties.</p>	

<p><b><i>this impact on my pay?</i></b></p>	<p>Where colleagues are working remotely from home, they will be paid as normal. Should colleagues be doing alternative duties they will continue to be paid their normal salary. However, such arrangements will be kept under ongoing review.</p>	
<p><b><i>Can I claim tax relief for working remotely from home because of the institutional lockdown due to Covid-19?</i></b></p>	<p>Please note this is a matter between you and the HMRC. However, you may be eligible to claim for increased costs e.g. electric and gas, if you are currently required to work from home rather than on Campus due to COVID-19. HMRC will consider claims from employees working at home due to coronavirus measures if their usual workplace is closed. More information can be found via the link below:</p> <p><a href="https://www.gov.uk/tax-relief-for-employees">https://www.gov.uk/tax-relief-for-employees</a></p> <p>A claim can be done through an online P87 form through your Government Gateway account or by filling out a postal P87 form. You will be asked for your employer's name and PAYE reference (<b>106/B23817</b>), and your job title. For postal P87s, you will also need your national insurance number. The key section to fill in is titled 'Using your home as an office'.</p> <p>You will see from the guidance that tax relief cannot be claimed if you choose to work from home.</p>	
<p><b><i>Can I come into the University to collect items from my workspace ?</i></b></p>	<p>If the University H&amp;S Manager or Occupational Health advice has recommended that you use specialist equipment, you may book a time to come onto campus to collect this essential equipment for use remotely at home only. For example, specialist ergonomic office chairs, second PC screens, specialist keyboards and computer mice.</p> <p>Please note you will need permission to come onto campus for this reason. Your Head of Service/School or HR Business Partner will be able to advise on the approval process involved and the precautionary measures to be followed.</p>	
<p><b><i>I am working remotely from home. Am I covered from an insurance of view?</i></b></p>	<p>The University insurance covers University property such as laptops that are removed from campus whilst at home and/or travelling. Other items and equipment that have been temporarily removed from site are also covered.</p> <p>Before removing any equipment from campus, please seek approval from your Head of School / Service. A record should be kept within your School / Service of any equipment taken, and all items will need to be returned and checked off the list on receipt.</p>	

	<p>With respect to your home insurance according to the Association of British Insurers (ABI), if you are an office-based worker and need to work from home because of government advice or because you need to self-isolate, your home insurance cover will not be affected. More information on is available on the ABI's <a href="#">COVID-19: what you need to know webpage</a>.</p>	
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## HR SUPPORT

<p><b><i>What support is available from HR while we all work remotely?</i></b></p>	<p>Colleagues in the team continue to provide services remotely. In addition to other means of contact, HR have introduced a dedicated askHRCV19 helpline and email service for employees who have queries regarding any aspect of their employment related to the COVID-19 outbreak.</p> <p>Employees can leave a voice message on the askHR number (01204) 903579 or email <a href="mailto:askHRCV19@bolton.ac.uk">askHRCV19@bolton.ac.uk</a>. The HR team will respond to queries in the order that they are received and endeavour to respond within 8 hours.</p> <p><b>Employee Assistant Programme – VIVUP</b></p> <p>Our partner VIVUP continues to provide colleagues with the additional support they may need during this crisis and have tailored their services:</p> <p>Virtual Clinic &amp; Online/Digital Counselling – a way for their counsellors to connect to employees via secure video link from any device (tablet or mobile phone) from the comfort of their own home, or any location they choose.</p> <p>Structured Telephone Counselling - counsellors assigned to the University can also facilitate structured telephone counselling, should an employee prefer this method of support.</p> <p>In addition to the above approaches, VIVUP continues to provide advice, information and counselling services and this remains accessible 24 hours a day, 7 days a week, 365 days of the year, including public holidays and bank holidays. To remind you, VIVUP can be contacted as follows:</p> <p>Telephone: <a href="tel:03303800658">03303800658</a> (local call rate)  Email: <a href="mailto:help@vivup.co.uk">help@vivup.co.uk</a>  Web: <a href="http://vivup.co.uk">vivup.co.uk</a></p>	
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	MIND (a mental health charity) offers information and advice to people about mental health matters. They have released some useful links on their website to support mental health and wellbeing throughout the coronavirus outbreak. These can be found <a href="#">here</a> .	
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## FURLOUGH AND JOB RETENTION SCHEME

<b>What is the Job Retention Scheme?</b>	<p>As part of its response to the impact of Coronavirus (Covid-19), the UK Government has implemented a temporary Coronavirus Job Retention Scheme. The Scheme is designed to help employers whose operations have been severely affected by Coronavirus and who consequently have no work for their employees. It helps them to retain and pay these employees rather than lay them off without pay or have to make them redundant.</p> <p>The Scheme currently allows employers to claim a grant from the UK Government to cover 80% of an employee's pay, capped at £2,500 per month. The grant also covers the National Insurance contributions payable by the employer on this 80% or £2,500 and a minimal level of pension contributions.</p> <p>The Scheme will close on 31 October 2020.</p>	
<b>What does 'furlough' mean?</b>	To access the UK Government's Job Retention Scheme, an employer has to 'furlough' the employees for whom it has no work. This means to place them on temporary leave albeit with pay. Employees must be furloughed for a minimum of three consecutive weeks and must not carry out any work at all while they are on furlough.	
<b>What is the University position on furlough?</b>	<p>Although as a University we remain open and are delivering many of our services remotely, there are parts of the University which have been significantly affected and have temporarily closed or reduced operations due to Covid-19 and the lockdown measures in place.</p> <p>The University is furloughing modest numbers of employees in specific circumstances in order to support our financial position in light of the potential impact of the current crisis on student recruitment.</p> <p>The University has decided that it will furlough those employees who are unable to carry out their duties remotely at home or some colleagues in areas where service have temporally reduced.</p> <p>For those who are furloughed the University will top up the pay of those employees being furlough above what is obtainable via the Job Retention Scheme to 100% of contractual basic pay until the end of June 2020. Thereafter it will follow the terms of the Job Retention Scheme.</p>	



	<p>It plans not to furlough any member of staff whose salary is directly funded by public funds e.g. academic colleagues involved in the delivery of teaching.</p>	
<p><b>What will happen if I am to be furloughed by the University?</b></p>	<p>If you are to be placed on furlough, your Head of Service / School will contact you directly to discuss what this means for you. This will be followed up in writing. In summary:</p> <ul style="list-style-type: none"> <li>• You will be asked to stay at home for at least three consecutive weeks</li> <li>• If we need to reduce or extend the period of furlough your Head of Service / School will be back in touch with you.</li> <li>• You must not undertake any work for the University during this period, but can be asked to do on-line training.</li> <li>• You can volunteer to help others outside the University during the crisis.</li> <li>• You will continue to accrue service with the University and annual leave while on furlough, although you may be asked to take some of your accrued leave at the end of the furlough period</li> <li>• Please be reassured that being furloughed will have no bearing on your future career prospects or in any way signals that you would be at any more risk of being selected for redundancy in the future.</li> <li>• You can keep in touch with your colleagues and your Head of Service/School during this period.</li> </ul>	
<p><b>I have been furloughed until the end of June, What will happen from 1<sup>st</sup> July?</b></p>	<p>The University has furloughed groups of staff until the initial end date of the scheme at the end of June. The Government announced on 13 May that the scheme will be extended on its current terms until the end of July, followed by a further announcement on 29 May of an extension of the theme under revised terms until October. The scheme will close to new entrants on 30 June, any member of staff who is eligible under the scheme criteria will have to have been on furlough leave for at least three full weeks prior to this date to qualify, i.e. by no later than 10 June. The government grant provided through the scheme will reduce on a tapered basis from August from its current provision of 80 per cent of wages to 60 per cent by its close in October.</p> <p>Depending on business needs at the time, individual furlough arrangements may be extended on a full or part-time basis, in line with the terms of the scheme.</p> <p>Please note that from 1<sup>st</sup> July the University will cease to top up payments obtainable via the Job Retention Scheme to 100% of basic contractual pay.</p>	