

Coronavirus (COVID 19)

Frequently Asked Questions (FAQs) for Employees

Updated on 12 January 2021 (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;"><u>Message from University:</u></p> <p>Monday January 4, 2021</p> <p>I am writing to you following the Prime Minister's announcement this evening about new, stricter, lockdown rules due to come into force on Wednesday.</p> <p>Having checked what this means with the CEO of UUK, I can confirm that everything I detailed in my letter to you on December 31 still stands, with the addition announced this evening that Higher Education provision will remain online until mid-February for all except future critical worker courses which includes health and teacher education.</p> <p>I have been reassured by Government that students can still attend campus, but only if it is essential to do so.</p> <p>Until any further announcements, students should only attend campus:</p> <ul style="list-style-type: none">• If it is absolutely essential to do so to enable them to use a private study space individually where they do not have appropriate access to online study facilities at home or in their local accommodation. This means that students in Halls at Orlando Village can use campus facilities individually when they wish.• Where students need to attend campus individual study spaces for their own wellbeing and mental health.• Students on courses in the Health Faculty will be able to continue to attend their scheduled on-campus teaching sessions as necessary for their clinical course as already planned from this week.• Teacher education will also continue as planned. <p>If possible, staff and students should seek a COVID test, if available, prior to returning to campus. Staff and students are being encouraged by the Government to make use of an asymptomatic testing facility at Bolton One on their arrival at the University, via an online booking system: Seat Availability - LibCal - University of Bolton Library</p> <p>All other courses will return to the usual arrangements in mid-February unless announced otherwise.</p> <p>The safety and welfare of our students and staff is always our priority and sadly the numbers of infections and deaths across the UK as we start 2021 are of concern. This is why students and staff who do not (by virtue of their course of study or work) need to attend campus should stay at home. Essential operational and maintenance staff must attend as required to keep facilities open in line with Government requirements.</p> <p>Our online teaching has been operating successfully, along with face-to-face teaching, up to the Christmas holidays.</p> <p>Online learning will continue now by Government instructions until further notice (probably mid-February), with the exception of health and teacher education which, as I have outlined above, will also be face-to-face as planned.</p> <p>All staff who are required to attend the University are recognised by the Government as Key Workers and can travel and attend campus freely despite the latest restrictions.</p> <p>Staff not specifically required should follow national guidance and stay at home, but continue to work remotely.</p>	Updated 04/01/21
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For full details following tonight's announcement by the Prime Minister, please visit <https://www.gov.uk/guidance/national-lockdown-stay-at-home>

Thank you and stay safe.

Professor George E Holmes DL
President and Vice Chancellor
University of Bolton

ACADEMIC STAFF: ABOUT LEARNING, TEACHING AND ASSESSMENTS

<p><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></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><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></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> <p>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.</p>	
<p><i>What arrangements will be put in place if a member of academic staff falls ill and cannot deliver classes via working remotely?</i></p>	<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>Updated 24/3/20</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.	
<i>How will learning and teaching take place remotely?</i>	<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 https://www.bolton.ac.uk/ITSupportServices/Home.aspx 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 20th April 2020 onwards and recorded in the usual manner using Celcat.</p> <p>The revised calendar is available from the student and staff hubs: https://studenthub.bolton.ac.uk/students/login?ReturnUrl=%2f</p> <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>	Updated 24/4/20
<i>How will assessment take place remotely?</i>	Students will have the opportunity to complete the remainder of their Semester 2 work via scheduled and alternative assessments. Alternative assessments need to be	Updated 24/3/20

	<p>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 26th 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 20th March assessments or if they are unable to complete these. No student should be pressurised into completing scheduled and alternative assessments.</p>	
<p><i>What will happen if students are unable to complete their semester 2 work?</i></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 20th 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 20th March 2020 to the end of the semester.</p>	<p>Updated 2/4/20</p>
<p><i>What is happening with apprentices?</i></p>	<p><u>Engineering Apprentices – Mechanical, Electrical and Civil Engineering</u></p> <ul style="list-style-type: none"> • The next virtual class will be week commencing 20th April, participation instruction will be provided by programme leader • 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 • If a review is scheduled over this period, it will take place and conducted via virtual means (phone, zoom, MS teams etc) 	<p>Updated 24/3/20</p>

	<p><u>Healthcare Apprentices – Operating Department Practitioners, Nursing Associate, Assistant practitioners and Advanced Clinical Practitioner.</u></p> <ul style="list-style-type: none"> • Apprentices who are being asked to undertake full time duties and not virtually attend classes <ul style="list-style-type: none"> ○ Review in four week time to ascertain this is still the case ○ If it is, instigate a Break in Learning • Apprentices who are being granted study days <ul style="list-style-type: none"> ○ Attend virtual classes using technology as instructed by programme team ○ Maintain their monthly OJT time sheet log ○ Have reviews conducted, when requires via virtual means (phone, zoom, MS teams etc) • Apprentices who are about to finish their studies and enter in to End Point Assessment (EPA) <ul style="list-style-type: none"> ○ Complete their final assessments as instructed by programme team ○ Awards progressed as per University contingency ○ Break in Learning instigated, which lasts until such time apprentice is able to undertake EPA 	
<p><i>What changes are being made to the academic calendar?</i></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: https://www.bolton.ac.uk/wp-content/uploads/2020/03/Revised-Academic-Calendar-for-remainder-of-2019-20-at-27-Mar-20.pdf</p>	

GENERAL INFORMATION/ SUPPORT

<p><i>What is the University doing to keep employees updated?</i></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>	
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<p><i>Where can I find further information?</i></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"> • The Public Health Agency website • Foreign and Commonwealth Office (FCO) website • GOV.UK website • The World Health Organization <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><i>What is the University's approach to confidentiality and respect?</i></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><i>I am a member of staff and I/family members have been affected by the virus, is there any further support?</i></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 Vivup. This line is available 24/7</p> <p>Telephone: 03303800658 (local call rate) Email: help@vivup.co.uk Web: vivup.co.uk</p>	
<p><i>I am a University employee / worker based overseas and am currently residing in a high-risk country. What does this mean for me?</i></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><i>I want to ensure that the University has up to date personal and emergency contact details held, what should I do?</i></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: https://hrselfservice.bolton.ac.uk/tlive_ess/ess/index.html#/login and select the Personal menu.</p>	

	Colleagues should also ensure their Head of School / Service has up-to-date contact details locally.	
<i>What should I do if my question isn't answered by these FAQs, or if I want further advice?</i>	<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

<i>I have an underlying health condition - what should I do?</i>	<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 Health 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 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 individuals 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>For more information, please see the advice available from the following web site:</p>	Updated 20/3/20
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	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	
<i>What should I do if I am pregnant ?</i>	<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>	Updated 20/3/20
<i>What should I do if I fall ill?</i>	<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: https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public</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:</p> <p>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</p> <p>The main messages are:</p> <ul style="list-style-type: none"> • if you have symptoms of coronavirus infection (COVID-19), however mild, please follow the government’s guidelines for self-isolation as suggested above. • this action will help protect others in your community while you are infectious • plan ahead and ask others for help to ensure that you can successfully stay at home • ask your employer, friends and family to help you get the things you need to stay at home 	Updated 8/6/20

	<ul style="list-style-type: none"> • stay at least 2 metres (about 3 steps) away from other people in your home if possible • sleep alone, if possible • wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser • stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible • 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 <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><i>If I am confirmed as having Coronavirus and/or are required to self-isolate, how is this absence recorded?</i></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><i>If a colleague in my department is tested positive for COVID 19 what will this mean for me?</i></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><i>What are the specific sickness absence and reporting arrangements applicable to the COVID 19 (Coronavirus) Outbreak?</i></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>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</p>	<p>Updated 8/6/20</p>

	<p>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>	
<i>I am due to start working at the University and have been told to self-isolate – will I still get paid?</i>	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
<i>If I have to take emergency leave to care for a dependent – will I be asked to undertake work remotely?</i>	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
<i>I live with someone who has COVID-19 symptoms – what should I do?</i>	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
<i>How will absence from work directly due to COVID-19 isolation be recorded?</i>	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

<i>What are the arrangements for annual leave during this COVID 19 outbreak period?</i>	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	Updated 12 Jan 2021
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	<p>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 2020-10 must be used by 31st August 2021.</p> <p>No unused or accrued annual leave may be carried over into a new annual leave year period. No payments in lieu of unused annual leave 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><i>The government has eased restrictions on the carry-over of statutory leave, can I now carry forward annual leave?</i></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><i>What advice is there about travel overseas ?</i></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.</p> <p>Following the update in advice on the 5th January 2021, the advice is that you must not leave home or travel, including abroad, unless you have a legally permitted reason to do so</p>	<p>Updated 12/01/21</p>

	<p>For the full advice please visit:</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</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 10 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><i>I am travelling abroad on University business and will need to self-isolate at home for 10 days on my return to the UK, what are the implications for this?</i></p>	<p>For as long as any government measures requiring those arriving in, or returning to, the UK to self-isolate at home for 10 days are in place, staff who travel overseas on business and who will have a quarantine period on their return will need to either:</p> <ul style="list-style-type: none"> ▪ 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; ▪ book additional days holiday to cover the quarantine period; ▪ or take unpaid leave for the quarantine period. <p>Employees should check the travel advice for their destination and speak with their Head of Service / School regarding the above arrangements that will apply prior to any overseas travel.</p>	<p>Updated 12/01/21</p>
<p><i>I am booking a holiday – what will happen if the Government guidelines stipulate that due to the destination country visited a 10-day quarantine must be observed upon my return to the UK ?</i></p>	<p>If an employee has already booked (and can evidence the booking) a holiday to a country before the 8 June 2020 Government Directive re 'imposition of the travel quarantine border rule' that now requires a period of quarantine on return, then this quarantine period may be taken as remote working or self-isolating.</p> <p>This means that for any employee who books a holiday to a country after the 8 June 2020 Government Directive re 'imposition of the travel quarantine border rule' that requires a period of quarantine on return, then this quarantine period must be taken as annual leave and/or unpaid leave.</p>	<p>Updated 7/7/20</p>

WORK AND THE UNIVERSITY

<p><i>I work as a Variable Hours Tutor (VHT) and have work scheduled over the</i></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</p>	
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<p><i>coming weeks. Will I get paid if this work is cancelled at short notice due to the implications of COVID-19?</i></p>	<p>short notice by the University you will receive payment for this work.</p>	
<p><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></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><i>If my child's school has been closed, what can I do?</i></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>Employees may also use their annual leave and the use of unpaid leave may also be considered.</p>	<p>Updated 30/3/20</p>
<p><i>What if it is not possible for me to undertake my duties via remote working?</i></p>	<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>Updated 30/3/20</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>	
<p><i>I am an employee of the University predominantly based at a location elsewhere in the UK, does all of this guidance apply to me?</i></p>	<p>Yes, the arrangements communicated by the University apply to all employees of the University.</p> <p>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.</p>	<p>Updated 20/3/20</p>
<p><i>Will I be able to access certain buildings</i></p>	<p>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</p>	<p>Updated 20/3/20</p>

<p>during restricted campus operations?</p>	<p>employees are asked to respect this position and to extend this respect to our whole community.</p> <p>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.</p>	
<p>I have been told that I am a key colleague and should still attend work, what does this mean?</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p>Are employees at the University considered to be "critical workers" ?</p>	<p>The DfE have confirmed that critical workers for access to school places and educational settings includes HE staff in England - this is relevant for those employees with children being able to access school/education for their children - this is summarised below.</p> <p>The welfare and wellbeing of students, staff and wider communities is the government’s priority for the return of students following the winter break. While HE providers are expected to allow students on some practical courses to return to campus in line with their planned start dates, many other courses will continue to be delivered remotely.</p> <p>Teaching and support staff involved in the delivery of higher education are considered critical workers, vital to the continuation of education.</p> <p>Whether higher education staff are working on campus or working from home, their children can attend school for face-to-face teaching from the advertised first day of term.</p> <p>For further information on the guidance on critical workers and vulnerable children who can access schools or educational settings please visit https://www.gov.uk/government/publications/coronavirus-</p>	<p>New</p>

	<p>covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p>HR, upon request, can provide a letter for employees who have difficulties in securing a place at School for their child.</p>	
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WORKING REMOTELY

<p><i>What guidance does the University have for employees undertaking remote working?</i></p>	<p>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.</p> <p>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 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&S Checklist)</p> <p>https://www.bolton.ac.uk/places/professional-services/hr/a-to-z/</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:</p> <p>https://wakelet.com/wake/5a7a92af-e356-4e9a-a8d5-1938f7ee0217</p>	
<p><i>Are there any specific best practices in remote working?</i></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>https://www.bolton.ac.uk/wp-content/uploads/2020/03/COVID-19-Working-Remotely-from-Home-Supplementary-Notes-24-March-2020.pdf</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>Updated 30/03/ 20</p>

	<p><i>1) SET UP A DESIGNATED WORKSPACE</i> 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><i>2) MAKE REMOTE WORKING WORK FOR YOU</i> 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><i>3) MAKE SURE YOU HAVE ALL THE TECH YOU NEED</i> 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><i>4) GET DRESSED</i> 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><i>5) WRITE A DAILY TO-DO LIST</i> 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>	
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	<p>10) BE CLEAR IN YOUR COMMUNICATION</p> <p>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><i>If I am unable to work remotely, can I support my Local Community, volunteer etc?</i></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><i>I am unable to perform all of my normal duties remotely at home, will this impact on my pay?</i></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>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><i>Can I claim tax relief for working remotely from home because of the institutional lockdown due to Covid-19?</i></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: https://www.gov.uk/tax-relief-for-employees</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 (106/B23817), 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>	

	You will see from the guidance that tax relief cannot be claimed if you choose to work from home.	
<i>Can I come into the University to collect items from my workspace ?</i>	If the University H&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. 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.	
<i>I am working remotely from home. Am I covered from an insurance of view?</i>	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. 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. 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 COVID-19: what you need to know webpage .	
<i>What advice is available for setting up a workspace at home. ?</i>	The Chartered Institute of Ergonomics & Human Factors has published some helpful guidance. This guidance can be accessed via https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf	New

HR SUPPORT

<i>What support is available from HR while we all work remotely?</i>	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.	
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	<p>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>Employee Assistant Programme – VIVUP</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 & 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: 03303800658 (local call rate) Email: help@vivup.co.uk Web: vivup.co.uk</p> <p>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 here.</p>	
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FURLOUGH AND JOB RETENTION SCHEME

<p><i>What is the Job Retention Scheme?</i></p>	<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.</p>	<p>Updated 12/01/21</p>
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	Employers claim for a minimum period of seven consecutive calendar days It is anticipated these provisions will be available until 30 th April.	
What does 'furlough' mean?	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.	Updated 12/01/21
What is the University position on furlough?	<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 temporarily reduced.</p> <p>During the period of new national lockdown 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 middle of February 2021 at which time it will be reviewed (subject to Government announcements). 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>	Updated 12/01/21
What will happen if I am to be furloughed by the University?	<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"> • You will be asked to stay at home for at least three consecutive weeks • If we need to reduce or extend the period of furlough your Head of Service / School will be back in touch with you. • You must not undertake any work for the University during any full or part-time period of furlough, but can be asked to do on-line training. • You can volunteer to help others outside the University during the crisis. • 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 	

	<ul style="list-style-type: none"> 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. You can keep in touch with your colleagues and your Head of Service/School during this period. 	
<i>If employees are able to undertake some of their duties, but not all, can they be furloughed?</i>	Yes, but only if they have been furloughed on a part-time basis, and the letter received will detail when those duties can be carried out.	
<i>How long can staff be furloughed for?</i>	The minimum period is 7 consecutive calendar days.	
<i>How much notice will I be given if I need to return to work?</i>	We will endeavour to give you as much notice as possible, however the university can require you to return to work with one days' notice if operational needs require it.	

TESTING AND VACCINATIONS

<i>What is the University's position on employees obtaining a vaccination during the pandemic ?</i>	<p>We encourage employees who are not registered with a GP to do so as soon as they can.</p> <p>We ask that, when a coronavirus vaccination becomes available, employees take the opportunity to be vaccinated. We understand that this is ultimately each individual's choice, but we encourage our workforce to make an informed decision by:</p> <ul style="list-style-type: none"> reading up about COVID-19 vaccinations via official sources; paying attention to the information the NHS provides when offering a vaccine; and being wary of misinformation around COVID-19 vaccinations put out by unreliable sources. <p>To assist our employees, you can take paid time off to attend COVID-19 vaccination appointments. Employees should obtain approval from their Head of School / Service in advance of taking time off to attend a COVID-19 vaccination appointment.</p> <p>Please note the vaccinations are not available from the Asymptomatic Testing Centre.</p>	New
<i>The University has set up an Asymptomatic Testing Centre. Do I need to book an asymptomatic test at the University?</i>	If you are returning to the University campus to work, as directed by your Head of School / Service you should arrange for asymptomatic testing. The tests may take place in a local community setting, if available. Alternatively, you should book 2 tests, ideally 3 days apart, at the University's testing centre. If you are experiencing COVID symptoms you must not attend the University campus, but instead have a PCR test at a location close to home and self-isolate until you receive the test result. If your	New

	test result is positive, you must follow the self-isolation guidance and inform your Head of School / Service.	
<i>I have booked an appointment at the Asymptomatic Testing Centre at the University upon my return to campus. What are the arrangements to follow before and after my appointment ?</i>	<p>On the day of your appointment if you return to campus before your appointment time you must ensure that you take extra care to ensure that you follow the University Covid-19 measures (to include wearing a face covering, regularly washing your hands and maintaining strict social distancing of at least 2 meters).</p> <p>Given it may take sometime before your result is confirmed by the NHS if after your appointment you return to your work place you should again take extra care to ensure that you follow the University Covid-19 measures.</p> <p>If you receive a positive confirmation from your asymptomatic test you should update your Head of Service / School, leave campus and follow the NHS advice regarding self isolation and obtaining a PCR test</p>	New

HEALTH AND WELLBEING

<i>What guidance is the University providing for colleagues extremely clinical vulnerable ?</i>	<p>The government advises that people who are clinically extremely vulnerable should not attend work, and should shield. You should work from home if possible, but if there are limitations on what you can do from home, speak to your Head of Service / School in the first instance.</p> <p>The University Health & Safety Manager can undertake an individual risk assessment with employees who are extremely clinical vulnerable that takes account of account risk factors for Covid-19 including age, gender, ethnicity and existing health conditions to help mitigate the impacts of returning to campus.</p> <p>If you are at increased risk from Covid-19 due to being extremely clinical vulnerable and you feel that more can be done to support you, please speak with your Head of School / Service.</p> <p>The Government advice on the extremely clinical vulnerable classification can be found via the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	New
<i>What is the University Policy on face coverings ?</i>	<p>Evidence suggests that wearing face coverings can reduce transmission of coronavirus from an infected person to others. Face coverings are largely intended to protect others.</p> <p>All members of the University of Bolton are required to wear a face covering when in a building at the University - with the aim of providing increased reassurance to all members, including those most vulnerable to serious illness.</p>	New

	<p>Information on the University policy regarding face coverings and also exemptions can be found via the link below:</p> <p>https://www.bolton.ac.uk/assets/Uploads/Face-Coverings-Exemption-Policy-01-Oct-2020-V9.pdf</p> <p>The policy applies to all staff, students, visitors, contractors, and members of the public across all University and buildings, except those individuals who are medically exempt from wearing face coverings.</p>	
<p><i>With the new variant of Covid-19 is what is the University doing in response?</i></p>	<p>According to the government epidemiology and modelling suggest the new variant transmits more easily than other strains but there is no evidence that the variant is more likely to cause severe disease or mortality. The way to control this virus is the same, whatever the variant.</p> <p>The institutional Covid-19 risk assessment has been reviewed and along with a number of local risk assessments. These reflect not only the most recent advice regarding the new variant but also the introduction of asymptomatic testing on campus for both employees and students returning to campus.</p> <p>The University has limited the number of staff and students on campus.</p> <p>Staff teaching education and health students, those staff keeping the campus safe and those providing ongoing services to students on campus are reminded to follow the following:</p> <ul style="list-style-type: none"> • regularly wash and sanitise your hands; • wear face coverings in all University buildings; • follow strict social distancing - remain 2m from other people, and try to keep at least 1m apart in teaching areas; • only enter buildings through entrances with temperature scanners; • open windows regularly to aid airflow and ensure the best possible ventilation if you are in a naturally ventilated room; • have a LFD Covid-19 test before you return to campus 	<p>New</p>