

Working Remotely At Home - Supplementary Notes (dated 24 March 2020)

Working remotely at home has been directed due to the exceptional circumstances the University is facing with respect to ensuring business continuity and safeguarding the wellbeing of all those in the University community. These supplementary notes on working remotely from home during the current COVID 19 outbreak should be read in conjunction with the University Working at Home Guidelines - as updated from time to time.

<https://www.bolton.ac.uk/wp-content/uploads/2018/02/Working-From-Home-Guidelines-16-May-2014-FINAL.pdf>

There should be no expectation for those who usually work on site at the University that working remotely at home or otherwise will be granted beyond that that has been arranged as a result of the current COVID 19 outbreak.

During this exceptional period of working remotely at home, each member of staff asked to work remotely at home:

- should work their normal contracted hours of work; and
- be available to receive and participate in business telephone calls, virtual meetings during this time; and
- must make their home and mobile number available to their line manager on a confidential basis; and
- should check their emails several times during the course of the working day: and
- will be subject to the usual policies / procedures of the University, save for the actual requirement to attend the premises of the University; and
- should take appropriate steps while working at home to follow the University's health and safety at work policy in every respect and if required, liaise with their respective Heads of School / Service to discuss if a homeworking risk assessment needs to be carried about. The H&S Checklist can be accessed via the link: <https://www.bolton.ac.uk/places/professional-services/hr/a-to-z/>; and
- using their own equipment for work purposes should check whether or not such use is covered by their household insurance policy; and
- draw up a plan of work with their Heads of School / Service and provide a log of the work that they have undertaken at home; and
- should not share University information / data with family or visitors; and
- should take reasonable care to ensure the security of the University's confidential information, data and documents; and
- must be particularly careful in handling verbal, electronic and paper information, data and documents that could be deemed sensitive or confidential, and adhere to the University's Data Protection Policy at all times (*1). If staff are unsure they should re-familiarise themselves through the online GDPR training module (*2); and
- should not have any caring responsibilities within their contracted working hours. Where is this granted by exception during the outbreak any such caring responsibilities must not conflict with work activities; and
- should also inform family / friends about their working remotely from home arrangements to ensure that interruptions during the day are kept to a minimum; and
- should speak to their Head of School / Service or their HR Business Partner at the earliest opportunity if they have any concerns about any aspect of working remotely from home.

Heads of School / Service should ensure those members of staff working remotely from home are involved and kept updated on key issues / developments.

*1 https://www.bolton.ac.uk/wp-content/uploads/2018/08/Data-Protection-Policy_2018.pdf

*2 <https://moodle.bolton.ac.uk/course/view.php?id=7859>