

Subject: COVID 19 Update

Date: Wednesday, 18 March 2020 at 12:06:09 Greenwich Mean Time

From: Vicky Maloney

To: Mailing List - Everybody

Sent on behalf of UCG Senior Leadership Team

COVID 19 Update to Staff

We are writing to update staff on the decision taken by the Senior Leadership Team and our Union colleagues in light of the most recent developments in relation to COVID 19.

Move to on-line teaching

The health, safety and wellbeing of our staff and students is paramount and so we have taken the decision to move away from face to face teaching on site from Friday 20 March. This means that in the majority of curriculum areas, there will be no students on site from that time.

Week commencing 23 March

Next week which commences 23 March all buildings will be open and staff will be expected to follow their normal working pattern unless they are unwell or have another reason to work from home. This week will give us the opportunity to focus on replacing face-to-face with on-line learning. We have developed a plan for the week to complete the preparation for online teaching and learning wherever possible and are already making good progress. The week will also be an opportunity for Support Teams to plan for business continuity and to finalise any arrangements and support for staff working from home.

Week commencing 30 March

From week commencing 30 March, as many staff as possible will be encouraged to work from home with the exception of some key services and managers. Your manager will be meeting with your team if you work in one of these areas. We are planning to keep campuses open at present for all remaining staff coming in to work and we will extend the car parking facilities to minimise the need for using public transport.

Keeping in touch

Could we please remind all staff to update your emergency contact details in ESS in iTrent, if you have not already done so. Could staff booking leave over Easter, please do so in the normal way through ESS on iTrent so we are aware who is working over that period to ensure cover.

Please note that these are the plans based on the current PHE advice. We will continue to monitor the changing situation and will keep you updated accordingly through regular

bulletins and the FAQs.

UCG Senior Leadership Team

In consultation with UCG Staff Unions: UCU, GMB, Unison, NEU