

**Subject:** Return to Work - Bite the Biscuit  
**Date:** Friday, 5 June 2020 at 15:51:19 British Summer Time  
**From:** Sarah Young  
**To:** Mailing List - Everybody  
**Attachments:** image001.png

## **Sent on behalf of Stephen Davis**

Good Afternoon Everyone,

I hope we are all well and staying safe and looking forward to the weekend and some of our new found freedoms.

As you know I wrote to you a couple of weeks ago indicating that we are looking at how we can best bring staff and students back to work and ensure, to our very best efforts, that staff and students feel safe. Our goal has always been to protect the health and wellbeing of our staff and students and as such our priority has been to ensure that the physical, emotional and cognitive needs of our staff and students are met.

### **Returning to Work**

At the time of writing, the Government advice is for a return from the 15th of June, however based on feedback from students and staff we feel that we can continue to meet the vast majority of student need using our current remote learning practices with some potential exceptions in our license to practice curriculum. We are therefore, continuing to implement our overriding position that **those who can work from home, should work from home**. We are actively working to implement an online enrolment process to mitigate the student presence on site, and the plan is to have staff returning as normal in advance of the start of the year for next academic year 2020/21.

### **Bite the Biscuit**

As not all staff can work from home, we plan to run a series of trial return to work days known as the Bite the Biscuit (BTB) programme. The aim of these days is to give all of us the opportunity to build our confidence for a future return to work in a safe and controlled manner. As part of BTB we are proposing to bring staff who are student facing back to their base campus for a day to experience how we have reconfigured the physical estate. Our goal is to ensure that not only do staff feel safe but also have the opportunity to give us feedback on what we might have missed. There may be specific areas that we can improve and staff feedback will be crucial in helping us achieve the very best situation we can for our return.

### **Who will be attending a Bite the Biscuit Session**

When we mention student facing staff this refers, not only to our teachers, but also our student support and technician staff where it is appropriate for them to engage. For example, during BTB we will not be asking staff who have been designated as shielding or identified in the other vulnerable categories mentioned by Public Health England to come into college. If you find yourself in a student facing role in this category please email Claire Collins directly at [claire.collins@cw.ac.uk](mailto:claire.collins@cw.ac.uk) with the details. If you are unsure if you are student facing, please ask your line manager.

### **Activity on the Day**

The BTB programme will give you the opportunity to see what your own accommodation looks like and also give you time to initiate our clean desk policy for the new academic year by disposing of old, outdated and unnecessary materials to limit risk and ensure cleaning can be achieved effectively. This is a key part of helping to keep our physical environment clean and will be part of all our responsibility in keeping everyone safe.

BTB will build on our approach to ensure that when we return, our students and staff are Physically Distant, Virtually Together and there will be CPD sessions during the day for you to help with your student engagement and remote learning skills.

### **Dates and further details**

BTB is essentially going to be a simulation exercise for you in advance of any students entering the buildings. Each building now has significantly reduced capacities and that in turn will inform our planning as we move towards a 50/50 delivery model mix between physical delivery and remote learning and by bringing teams in we can discuss some of these options in your areas. BTB will run from Wednesday 24th June to Friday 26th June and from Tuesday the 30th June to Thursday 2nd July inclusive and we will write to each of you indicating which day we want you to attend your main campus for the programme.

I hope this answers the majority of your questions around our phased approach to reopening but I also know you will have many more questions that you may have and I would ask that you send them to your line manager. We can then look to put together a FAQ document that captures them all.

Finally, I would like to end by thanking you for all your efforts during the current pandemic. I know how challenging it has been but given I am in touch with many other leaders in the sector and in particular London Colleges, I know that we have been sector leading in our application of the plans for student delivery and student support. So well done and I look forward to seeing you all soon.

Best wishes

A handwritten signature in black ink, appearing to read 'Stephen', written in a cursive style.