

Remote Working Action Plan in Event of University Closure

The coronavirus situation highlights that, in response to unexpected events, the University may enforce some closures (possibly a near-complete closure) at short notice. While this will inevitably impact our work, with planning we can mitigate this impact and work in the safest way possible whilst remaining active. This document outlines our remote working plan.

Remote working

During a period of closure, it will be possible for us to stay operational through remote working. University laptops are networked and the filestore (our Z drive) can be accessed via the University's remote working infrastructure:

<http://www.bristol.ac.uk/it-services/advice/homeusers/remote/staffdesktop>.

Closure may be at short notice and imminent; it is therefore important that you identify any needs you may have for remote working immediately.

Meetings and supervision

All regular meetings will go ahead as planned, they will just be done remotely via Teams, telephone etc. This includes management meetings and Friday group meetings (which will be via Zoom), as well as supervisions, workstream meetings, one-to-ones etc.

We have collated mobile telephone numbers as backup to ensure this runs smoothly. Please also continue to log in to Slack. It is important that we keep channels of communication open and the same support systems remain in place.

Suspending data collection

Studies collecting new data in the laboratory and/or in the field will need to be suspended during any period of closure (although it is possible that some field studies may be able to continue data collection, depending on the wider situation).

It is critical that you speak to your study PI, supervisor and/or workstream lead about the implications of this and plan accordingly. This is particularly important for studies working to a hard deadline (e.g., for PhD students, grant/funding end).

There are many opportunities to bring other work forward, such as chapter or manuscript writing, which will mitigate any long-term impact on your work. Please ensure you have identified such opportunities in advance, and have what you need to work on these.

Work-related travel / events

In the coming weeks and months, you may have meetings or events planned that involve travel. Please consider the necessity of this, and think about whether remote attendance is possible or cancelling may be appropriate.

If you have any concerns, please speak to your supervisor or line manager.

It is very likely that any large gatherings will be cancelled or postponed. If you are organising an event, you should consider whether it is possible to reschedule or offer remote attendance instead.



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Childcare

It is possible that schools may be closed at some point. If this affects you, you may need to further consider childcare arrangements, and how this impacts on remote working. If you feel it will, please speak to your supervisor or line manager.

Staying in touch and contingency planning

The impact of a closure will have different effects on each of us depending on our current work activity. Therefore, it is important that you consider what the impact of any period of closure may have.

One reason to continue running weekly group meetings on Fridays remotely is to ensure we remain a cohesive team, and have an opportunity to interact as a group regularly, albeit virtually. Please do attend these if possible.

If you identify any **additional issues** that may arise, please speak to your supervisor or line manager, or send these directly to TARG-admin@bristol.ac.uk. We will continue to issue email and Slack updates as the situation develops, and update this document via OneDrive.

Challenges to remote working

We understand that remote working may present particular challenges for some people (e.g., if you have young children who are at home during school closures, or if do not have access to the Internet at home).

If you are likely to experience challenges to remote working, please speak to your supervisor or line manager. We will work with you to identify a feasible work plan, which we will do on a case-by-case basis. The planning outlined in this document will help with that.

Using Teams and Zoom

We will use Teams for smaller meetings (supervisions / workstream / one-to-ones), and Zoom for larger meetings (management group and Friday Lab meetings). Please check that you have these installed on your mobile and your laptop or home computer.

The Teams app for your mobile is free to download. The Teams service itself is paid for and the University has an account. For meetings using Teams there will be a calendar entry with a weblink. If you're joining from your mobile you'll need the app.

The Zoom app for your mobile is free to download. The Zoom service itself is paid for and the University has an account. For meetings using Zoom there will be a calendar entry with a weblink. If you're joining from your mobile you'll need the app.

Other

For current advice please continue to check the [University of Bristol coronavirus information page](#) and [NHS recommendations](#). The University of Bristol has also set up a page with [advice for staff](#), which you should check regularly.

Thank you for demonstrating flexibility and leadership in this situation. If you have any questions or concerns, please do not hesitate to contact any one of us directly.

Ange, Liv and Marcus.



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