

## Return to Work Plan in the Event of University Partial Reopening

The University of Bristol has re-opened partially, allowing staff to return under social distancing measures. Whilst we have successfully transitioned to remote working, it will be important to engage with the gradual resumption of office working. A major reason for this is to begin resuming the social and intellectual contact that is difficult when remote working. This document outlines our return to work plan.

***If you are shielding because you are in a high-risk group, or live with someone in a high-risk group, you should continue to do so.***

### Individual Responsibilities

We will **all have to take responsibility** for maintaining effective social distancing at work. No set of rules can be entirely comprehensive, and no set of procedural measures fully effective on their own – our individual behaviour (in work, in transit to and from work, and so on) will play a major part in the success of our efforts to minimise transmission.

We also ask all members of TARG to **monitor their symptoms** (dry cough, high temperature / fever, etc.); if you have any symptoms that might be COVID-related you should work remotely for 7 days from the onset of symptoms. Please err on the side of caution to avoid inadvertently increasing transmission.

You should familiarise yourself with the changes that have been implemented by the School and the new local rules, which include signing in and out of the building every time you visit. More information can be found on the School's intranet page:

<https://uob.sharepoint.com/sites/psychological-science/SitePages/COVID-19-Info-for-Psychological-Science-and-The-Priory-Road-Complex.aspx>

### Social Distancing at Work

We expect to have to maintain social distancing measures when the University partially re-opens. This means that most offices will only be able to accommodate one person. Other measures (e.g., not sharing computers or other equipment), and maintaining hygiene measures (e.g., regular handwashing, cleaning of surfaces) will be necessary.

Since members of TARG have individual desktop computers we will be able to avoid sharing equipment by **only working at our own workstations**. If individual offices are made available for wider use (i.e., 5D3, 5D4, 5D7 or test rooms) then **laptops must be used**. You should clean your office working space at the start and end of any day that you are using it. This should be done with disinfectant wipes and/or sprays. These are provided in the office spaces that TARG currently occupies (see below), but you may have to source or ask the School to provide if you are working in any other spaces.

The purpose of social distancing is to **reduce transmission** and **protect vulnerable groups** (principally the elderly) and will also reduce the likelihood of individual infection. Whilst COVID-19 can be a very serious disease, the risks to those under 65 are very low.

### Office Space

TARG currently occupies 7 offices (3D14, 3D28, 3D32, 5D11, 5D3, 5D4 and 5D7), with PhD students housed in 5 Priory Road and 1D21. We also have access to three test rooms (Test Room 5, Test Room 6 and Test Room 7). This will allow a minimum of 10 members of TARG to be accommodated at any one time (i.e., one per room).



Over the course of a week, this provides 50 slots. At present, there are 34 members of TARG, including 9 MSc and PhD students. If a work plan is developed for 5 Priory Road, that would allow two slots for every member of TARG per week; if not, we have capacity for at least one slot for every member of TARG per week.

Some offices (e.g., 3D14) are shared with non-TARG staff, and we will coordinate office rotation with the wider School if necessary. We will explore the possibility of allowing certain offices to accommodate two people, if social distancing can effectively be maintained.

### Office Rotation

At present, we are able to manage our office space in an *ad hoc* manner, via the **#office-space** Slack channel.

When there is sufficient demand to use our office space, we will establish a rota to allow every member of TARG to work within the building at least **once per week** (if they wish to do so). We are unsure what the situation will be regarding PhD students, but can accommodate all TARG PhD students within our office space if necessary.

We will circulate rota information and communicate who is in our offices, where and when via the **#office-space** Slack channel, and we will continue surveying our group to determine the group feeling regarding office use.

If you have a preference for coming in on a particular day, or are unable to come into work for any reason (e.g., because you are shielding, have childcare responsibilities, or are currently living outside of Bristol) please let us know via [targ-admin@bristol.ac.uk](mailto:targ-admin@bristol.ac.uk). **You do not have to give a reason.**

### Socialising at Work

The Staff Coffee Room or Level 2 coffee area are open and have been reconfigured to allow for socially distanced socialising. TARG members in the office on any given day can interact in these spaces if they wish to, bearing in mind these are shared spaces with other users of 12a Priory Rd. These spaces have signs noting the maximum occupancy, please take note of these and do not use if maximum occupancy has been reached.

Outdoors public spaces, such as Royal Fort Gardens, are also available for socialising.

When coming into the office, we recommend that you bring your own food and drink, as coffee and tea facilities may not be available.

### Data Collection and Use of Laboratories

The ability to use laboratories for data collection could vary depending on local and national restrictions. When data collection is possible, safety procedures and risk assessments need to be followed. If you are considering using laboratories for data collection, speak to your study PI and contact Emily Withycombe to discuss requirements and responsibilities.

### 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 once again 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.

