



UCU advice to members: Remote Working and Making a safe return to campus

As the University progresses its plans to reopen the campuses more fully and students arrive, the Branch would like to reach out with some words of advice, support and guidance to keep you all informed of current developments. The Health and Safety team have invited Representatives from all three of the recognised Trade Unions to participate in the CoVid Secure Walkthrough Audits. The Branch has attended most of these and there has been sustained Trade Union involvement throughout. There has been ongoing dialogue to ensure that the health and safety of staff is accorded an equal status to the student safety and experience. The National UCU position is clear, advocating for online teaching wherever possible, at least for the first term: <https://www.ucu.org.uk/covid19-branches>

However the University has decided to push for a blended approach with students being timetabled to attend for up to 12 hours a month. For any colleagues hearing this may understandably cause concern. There will be changes to room layouts, office use, catering facilities and choices need to be made as to how and where to engage with these changes. It is most likely that most if not all lectures will have to be delivered online. They may also be recorded so do make sure that you are comfortable with that and consider timestamping that lecture as well as carefully considering your performance rights. You should be given the opportunity to consent to making of a recording. Consent must be given. It may be expressed or implied (by actions), but should be informed. When making a copy of a recording, consider:

Property rights:

These rights can be assigned by way of signed writing and, for future performances, in a contract.

They can also be licensed

Communicate the copy of the recording to public (e.g. the student cohort)

The right to be named/not have performance distorted

Moral rights

Consent is required; waiver possible. But only available where embodied in sound recording rather than film

Make sure that this process supports rather than subverts your interests:

Avoiding “competing with yourself” (that recordings must not be used to undermine industrial action)

Prevent unauthorised re-use of recordings by the University

Licence use of performance embodied in recording for the relevant cohort of students and the academic year only. If necessary assignments can also be limited by time and ‘market’.

Prevent Unlicensed Copying and Dissemination by third parties. Therefore ensure University (i) warns students not to breach this expectation (ii) applies technological measures; to ensure compliance and (iii) makes the recording available by streaming rather than download of copies

Maintain an active Interest in the reputation and quality of the recording and content

Prevent dissemination of recordings you are unhappy with; prevent modification without consent

Make the licence subject to the lecturer right to withdraw or edit the recording (for good reason) and that further individual consent be required for substantial modifications

Using Office Space and accessing the teaching spaces....

You may not be able to access your personal office, but if it is absolutely necessary to do so, you should be able to book a safe and secure place to work at a desk. You will be expected to clean down the workstation prior to and after working at it. The classroom layouts will be very different and the main furniture should not be moved, apart from moving chairs to sit on. There have been some very good guidelines issued to staff based at Glenside:

Principles of Glenside Covid Security

"The primary control measure that is used in all areas is that of **2m social distancing**. All teaching rooms, staff areas and catering spaces have been designed to ensure that a minimum of 2m remains between people wherever possible. Hand sanitiser is provided at every entrance, outside every toilet and at other strategic locations around the campus. Signage has been installed to direct, instruct and remind people about the principles in place.

Classroom capacities have been significantly reduced with furniture removed and the remaining furniture arranged in a safe format to facilitate small group working. Furniture layout plans are on the wall in every room and **staff and students are asked not to move the chairs**.

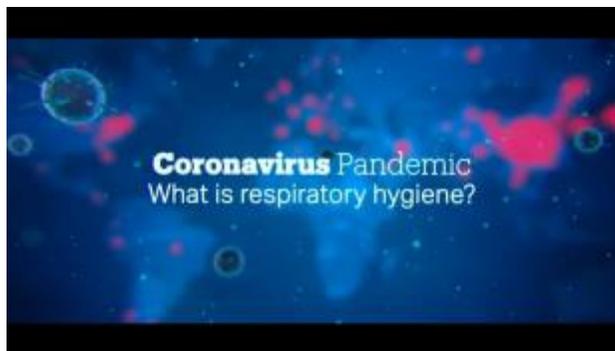
Social distancing becomes more challenging as individuals and groups move around the campus. To ensure that corridors remain free flowing **the campus has been zoned**. The purpose of zones is to manage the number of people in buildings, corridors and toilets. Below is a campus map which shows the zones. The number of people in each zone is managed by the timetable and other booking systems and **barriers are in place to prevent moving from zone to zone internally**. Staff and students are asked to only enter a zone when scheduled to be there using the designated entrances and to move between zones outside of the building. Please refer the the map below to identify the entry and exit points from each zone. **The use of face coverings is strongly encouraged when moving around inside buildings**. Signage is in place in all corridors to remind people to keep left and keep moving."

For any staff based at Glenside we recommend you read this document through in full.

[Further guidance available via the UWE Intranet](#)



1 - Reopening university campuses



2 - Respiratory Hygiene



3 - Handwashing Guidelines

Make sure you have a look at the national guidance on how to protect yourself and others, including the substantial information available to you via UCU.org.uk: <https://www.ucu.org.uk/article/10739/Covid-19-update-what-is-happening-in-your-workplace>

Branch Reps are on hand to hear your concerns if you have any.

The University is just about to issue guidance on Remote working, but in the meantime we would like to remind you that there is already UCU guidance available: [Working Remotely and Online](#)

Further suggested information sources:

<https://www.independentsage.org/behaviour-group-consultation-statement-on-universities-in-the-context-of-sars-cov-2/>

<https://www.thompsonstradeunion.law/news/news-releases/employment-matters/briefing-on-employer-and-employees-responsibilities-in-the-wake-of-coronavirus-covid-19>

<https://www.ucu.org.uk/coronavirus#my-employer-has-declared-business-as-usual-what-should-i-do>



4 - https://www.ucu.org.uk/media/10932/Branch-health--safety-note/pdf/ucu_covid19_branch-hs-advice.pdf



5 - *Guidelines*

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6 - Advice...