Return to campus: Guidance for managers – bookable space on campus for wellbeing

This guidance should be read in conjunction with the documents:

Risk assessment: bookable space on campus for wellbeing
COVID-19: Guidance for Managers for working on and off campus

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<th>6 January 2021</th>
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<tr>
<td>Document owner</td>
<td>Louise Mackay</td>
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Summary of most recent updates

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<td>1 October 2020</td>
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<td>Staff can book a maximum of 5 working days per week.</td>
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Objectives:
To support staff to work effectively on campus where working from home on an ongoing basis poses a significant risk of harm to their physical or mental wellbeing. Bookable space on campus can offer staff some respite away from home, for part of their working week.

About the bookable space:
There are 52 bookable spaces located on Floors 2 and 4 of 3 Solly Street (Velocity Building). These include desks with and without PCs. Floor 4 is an open plan office and is set up for 26 workspaces. Floor 2 is set up for 23 workspaces within larger, individual office spaces. There are also three private single occupancy offices available.

Staff can book a space for a whole working day (from 9am to 5pm) up to a maximum of five days per week. Space can be booked up to a week ahead, but must be booked in advance of 9am the same day.

The booking system allows one of the following to be booked per day:
- A desk with a PC
- A desk with a docking station for a laptop where an individual wishes to bring one from home
- A desk/workspace with no IT equipment provided
- A private office with single occupancy (for a private call, online meeting or similar). Please note that these offices must not be used for face to face meetings.

Key principles:
- The working space at Solly Street has been provided primarily for those staff where the requirement to work from home on an ongoing basis poses a significant risk of harm to their physical or mental wellbeing (for example, where there is a threat of domestic abuse or violence).
- In line with the guidance from the Government, University staff should work from home, and can only come on to University campus to undertake work which is determined to be essential to be delivered on campus. Therefore, the office space should not be used out of a preference to work on campus or outside of the home environment. The space should be reserved for those staff with a genuine need. Use of space is entirely voluntary and is made available for staff who have indicated the use of this space will be beneficial for them and where this has been discussed and agreed with their Manager.
- There are a limited number of spaces available for use. It is important that spaces are allocated and used efficiently to ensure equal access for those who need them.
• Managers will therefore need to have discussed the option and have agreed to the use prior to the member of staff proceeding to make a booking.

• Whilst bookings are made for a full day (9am to 5pm), we ask that, where possible, peak times of 9am and 5pm for arrival and departure are avoided. This will allow for staggered entry and exit times and support social distancing.

• In order to maximise the space available for all staff, we ask that individuals use the slot booked wisely, ie please do not book a space, and only use it for a minimal number of hours.

• Staff using the space must complete the Covid-19 Returning to Campus mandatory training. Staff will also need to read and sign a copy of the risk assessment for bookable space on campus for wellbeing. Staff should discuss and share the risk assessment with their line manager.

• Staff are expected to behave in accordance with the University’s expectations of behaviour to ensure a safe, inclusive and healthy environment: Act Responsibly, Recognise and Respect

Accessibility:

• Personal transport should be used over public transport where practical
• Parking is available at the NCP car park on Solly Street and discounted parking is available. There are also options for cycle parking
• The building is fully compliant with disability accessibility requirements
• For those staff who require lift access, there are two lifts available in the building. Each has a maximum occupancy of one person per lift.
• Please follow the designated one-way systems that have been marked throughout the building.
• The building will be staffed by a facilities assistant during the hours of 9am and 5pm.

Booking process

Staff can access the booking system via MUSE following discussion and agreement with their manager. The process is as follows:
1. A wellbeing concern is identified during a wellbeing conversation between a manager and a member of staff and it is agreed by the manager that the member of staff would benefit from some respite from working from home.

2. Access to the booking system is found via MUSE>My Services>View all Services>Resource Bookings>

3. All staff will have access to make their own booking

4. Click on <Book by Category> then <Staff Wellbeing Spaces>

5. Search by the date and type of spaces you require and click <Book>

6. Follow the steps to book the resource

7. The individual making the booking system will be asked to read a series of terms and conditions and confirm that they have done so and that they are understood

8. Once this is completed the booking is confirmed

9. The Staff Wellbeing Team will hold the details of all bookings centrally should managers or HR Colleagues have any queries

**Guidance on using the Resource Booking system**

For further information to support individual wellbeing and that of others please visit the staff Wellbeing web pages. If you have any queries please email staffwellbeing@sheffield.ac.uk