**Living with Covid | Arrangements at Leeds Beckett University**

The purpose of this document is to provide you with guidance on how you support your team as we transition to Living with COVID. It aims to provide you with the information and guidance to exercise your judgement as a manager and to make decisions that are consistent with the wider University approach, considering local circumstances and individual needs.

**Covid-19 Guidance**

On Monday 21 February, the Government announced its ‘Living with Covid plans.’ which can be found [here](https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19)

The Government guidance is that no Covid-19 restrictions will apply to higher education. The University will continue to assess all available means to protect the health and safety of colleagues, students, and visitors. Should additional steps need to be put in place, colleagues will be updated on any precautionary measures implemented in the University.

**Staying safe**

We can all reduce the risk of catching and passing on Covid-19 by:

• Getting vaccinated

• Letting fresh air in if meeting indoors, or meet outside

• Staying at home if we are unwell

• Washing hands and following advice to, ‘Catch it, Bin it, Kill it’.

**Next Steps**

For colleagues at Leeds Beckett University, **from 1 April 2022** the following applies:

**Face coverings**

Students, staff and visitors are not expected to wear face coverings on campus (except for clinical settings where NHS guidance may still require face coverings). We recognise that individuals may still choose to wear a face covering and this should be respected by all members of our community.

**Lateral flow testing**

There is no requirement to do lateral flow tests before coming on to campus or attending meetings with colleagues.

**Self-isolation, close contacts, tracing and reporting**

It is no longer a legal requirement to self-isolate if you have Covid-19. This has been replaced by advice to stay at home and avoid close contact with others for at least five full days. Colleagues can access [NHS guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) on when to stay at home if you have Covid-19 symptoms or you have tested positive.

We will continue to ask colleagues who have Covid-19 symptoms to stay away from campus until they feel well. This is a simple consideration and respectful of other people on campus.

Contacts of people with Covid-19 are no longer required to self-isolate and contact tracing has ended.

You are no longer required to report a positive test through our Covid-19 People Form. If colleagues are absent due to Covid-19, mangers will need to enter the sickness absence on iTrent like they would for any sickness absence.

**Sickness Absence, Thresholds and Sick Pay**

If you are unwell and have symptoms of COVID-19, or any other infectious disease (such as a cold, flu or sickness and diarrhoea), you should remain at home and follow our [Sickness Absence Policy](https://www.leedsbeckett.ac.uk/-/media/files/policies/human-resources/srp1v3-reporting-sickness-absence.pdf) to report your sickness.

From **1st May** **2022:**

* our current Sickness Absence Policy is applicable to any absence relating to COVID-19 and such absences are no longer excluded from absence management thresholds.
* our University’s Sick Pay Scheme is applicable to Covid-19 related absences, in line with all other sickness absence

As with other reasons for sickness absence, when looking at absence thresholds relating to sick pay or considering other absence management thresholds, managers should use their judgement when considering periods of absence relating to Covid-19.

Please contact the Employee Relations team at [EmployeeRelationsTeam@leedsbeckett.ac.uk](mailto:EmployeeRelationsTeam@leedsbeckett.ac.uk) to discuss any Covid-19 related absences before starting or progressing any absence management procedures.

**Distancing and room capacities**

Colleagues should respect the need to give each other a comfortable amount of space to interact in, as we transition out of Covid-19 measures.

**Protective screens**

Where protective screens have been installed, these can stay in place – recognising that these would take more effort to remove, and they cannot be easily or quickly reinstalled, if for any reason we need to change our approach in the future.

**Cleaning materials**

We all have a responsibility to continue to maintain high personal levels of hygiene, especially through regular hand washing. Cleaning materials are provided for everyone to use in all teaching, laboratory and office spaces.

**Travel**

A cautious approach to the resumption of business travel should be adopted and kept to a minimum for at least the remainder of this academic year and approval sought through the normal channels where necessary. We will be guided by the Government’s FCO travel advice and any national or in-country travel restrictions and will continue to review this position.

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**Return to campus what will that look like?**

Over the past two years, the way we work at Leeds Beckett has changed significantly.. Students are back on campus, and there will be increased opportunities for colleagues to meet, re-connect and work together in person. The way we work will continue to change and evolve over the coming months.. We have a dedicated webpage [here](https://www.leedsbeckett.ac.uk/ways-of-working/) to enable you to explore ways of working going forward. This webpage has information and resources that will support our transition back to campus and working in a hybrid way.

**Colleagues who are worried about returning to campus**

Although all University employees are employed to work from one of our campuses, if a colleague has concerns about coming on to campus to work, you should talk through those concerns with them.  A Return to Campus Conversation document to support your discussions can be found [here](https://leedsbeckett-my.sharepoint.com/:w:/g/personal/p_tyrer_leedsbeckett_ac_uk/EceDS-4R4R1MgT2HoS95OhMB0aKQ6Sdw12ImH_vnMe2yZw?e=ZqVgE5).  You should seek to reassure the colleague by explaining the steps which have been put in place to create a safe working environment and refer to the Pan University Risk Assessment.

If a colleague has specific health and safety requests, these should be considered.  Advice may be sought from Health and Safety.

The Return to Campus conversation document can also be used if colleagues are concerned about working on campus due to a disability, underlying medical conditions (or because they live with someone with a disability or underlying medical concerns), or because of caring responsibilities.  This will assess whether they would benefit from any additional support to aid them working on campus. Managers should complete this form with participation from the employee.

If a colleague continues to refuse to return to work on campus once you have addressed their concerns, please seek advice from the [EmployeeRelationsTeam@leedsbeckett.ac.uk](mailto:EmployeeRelationsTeam@leedsbeckett.ac.uk)

**Clinically extremely vulnerable individuals**

Although clinically extremely vulnerable individuals are not being advised by the Government to shield, we understand the concerns this will raise for colleagues and students in those groups.

Team members who are in higher risk groups may be anxious about working on campus. Please allow enough time for discussion and reassurance with these colleagues. Additional information and advice on how to support colleague wellbeing are available here. You also need to review or complete a CEV risk assessment in participation with the colleague to identify if there are any additional measures, we need to put in place to support them further in their role. We will review cases on an individual basis and advice from Occupational Health is available where necessary.

Colleagues who are vulnerable may wish to explore support from Access to Work with regards to travel to work, such as alternative travel arrangements to public transport. This requires them to complete an application.

**Long Covid**

People in Leeds who are struggling with ongoing symptoms should consult their GP.

There is a Covid Rehabilitation pathway in Leeds that people can be referred into, if needed.

Local information on recovering from Covid-19 is available here: https://www.leedsccg.nhs.uk/health/coronavirus/recovering-from-coronavirus/

In addition, www.yourcovidrecovery.nhs.uk is a self-care resources that people can access to help support Covid-19 recovery and the management of ongoing symptoms.

Our Occupational Health Service have developed a physiotherapy support programme for colleagues who are experiencing symptoms associated with Long Covid. Please contact them for further advice, or to arrange support for yourself or your staff.