



COVID – 19
WORKING AWAY FROM CAMPUS GUIDELINES FOR SUPERVISORS AND STAFF

The following guidelines have been established to assist supervisors and staff for the period **26 March to 27 June 2020**, when the University is working from home, and all staff are moving to remote work.

QUESTION	GUIDANCE ON WORKING ARRANGEMENTS
Do I need to work from home?	<p>Yes all staff must work from home unless they are regarded as essential. The only activity permitted on campus will be:</p> <ul style="list-style-type: none">• Lab-based work supporting the COVID-19 response• Maintenance of required on-site infrastructure• Lecture recording for remote teaching,• Student and staff counselling services,• Access to Chifley library resources and support• Residential hall operations• Defined limited services for which there is no alternative (such as payroll, security, childcare and financial payments)
How do I work from home, what's required of me?	<p>Unless you are on a defined list of staff (above), you cannot work from campus. If you are able to continue to contribute at 100% of your normal capacity working from home, please do so and the university thanks you for doing so.</p> <p>It is understood that some staff members may have a reduced capacity to work from home for a variety of reasons, including childcare arrangements, IT infrastructure and other commitments.</p> <p>Staff members will continue to be paid their full-time hours if they can work at</p>

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	<p>least 70% of their work hours from home. The 70% of normal work hours can be spread across the whole week, and is an average around 5 hours a day for full-time staff (pro rata for part time). This may mean working a few hours in the morning and a few hours in the evening to maintain your contribution around other commitments, such as childcare.</p> <p>This will be managed via an honour system – please discuss your work plan and circumstances with your supervisor for agreement.</p> <p>Supervisors should work with relevant teams and staff members, including teams within schools, colleges and service divisions about how best to support, share and manage workloads.</p> <p>Staff members unable to work at least 70% of their work hours from home, should discuss this with their supervisor and contact the community wellbeing team on communitywellbeing@anu.edu.au to discuss appropriate leave arrangements.</p>
<p>What if I can't work from home because of care arrangements/</p>	<p>It is expected that the majority of us will be able to contribute at least 70% of our normal hours across the week. Staff members will continue to be paid their full time hours if they can work at least 70% of their work hours from home.</p> <p>If you are not able to work from home for at least 25 hours per work (pro rata for part-time) please utilise your current leave entitlements to cover your leave. Standard arrangements for leave requests apply. Supervisors may arrange specific support in certain circumstances in consultation with the Community Wellbeing team.</p>
<p>How do I teach from home?</p>	<p>A facility will be available for recording lectures in CBE and Arndt lecture</p>

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	<p>theatres from 5am to 10pm daily for at least the next 3 weeks (inc weekends) for a maximum three hour period – more details to follow about how to book these.</p> <p>A cloud based virtual desktop that will support computer laboratory based teaching has been devised and will be implemented soon.</p> <p>All other delivery support will be provided online.</p> <p>In the exceptional circumstance that a course cannot be delivered remotely in Semester 1, alternate arrangements will need to be made</p>
<p>What happens to research?</p>	<p>All campus-based research not related to COVID-19 will cease.</p> <p>The University is suspending all animal-based research undertaken in captive facilities and laboratories until 27 June 2020.</p> <p>No new animal experiments or associated activities will commence and research staff must move to end all current experiments humanely.</p> <p>Access to Campus will be available for animal care and maintenance but not for experimentation.</p> <p>For advice and assistance please contact your local animal services team or the ANU Veterinarians.</p> <p>Infrastructure that can be accessed remotely will be maintained</p> <p>All other research relying on campus-based facilities will pause until the end of the Semester</p>

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	<p>Supervisors will work with HDR and Honours students to ensure continued engagement and progress</p>
<p>Will the library be open?</p>	<p>The JB Chifley Library Info commons and One button recording studio will be available for the ANU community with access consistent with the ANU guidelines on COVID19 and all other libraries will be closed.</p>
<p>Can I access my office to collect materials, books, print documents?</p>	<p>There will be no access to buildings from Monday 30 March. You will need to collect items before then. More information on how to organise and collect printing from campus will be available soon.</p>
<p>What about office equipment, how do I set myself up at home?</p>	<p>You may take your desk chair home if you can do so in a safe manner. Please do not take chairs on public transport.</p> <p>Do not move any large office equipment, such as filing cabinets, desks, tables, bookcases, kitchen appliances or sit-to-stand desks, or any items over 10kg.</p> <p>The University will not be organising removalists or such to remove items from the University to your home.</p> <p>If you need to purchase furniture at home, you may be able to claim this in your annual tax, but please seek independent advice for your personal situation.</p> <p>Please do not take desktop devices home. Desktop computers are unlikely to have functionality required to work at home (e.g. not wi-fi enabled).</p> <p>If you take equipment home, you will be responsible for returning the</p>

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	equipment at the end of the working away from campus period.
What about IT services?	ITS is currently managing unprecedented demand. ITS staff are working through this prioritising support for remote working. To help Service Delivery manage the high call volume please search the IT Knowledge Base prior to logging a ticket with the Service Desk . Your patience is appreciated.
What if I don't have a computer or internet/NBN at home, will the university provide this for me?	<p>The IT and procurement teams are working hard to procure additional laptops. Please be aware due to shortages there may be delays in receiving equipment</p> <p>The University is unable to provide home internet connectivity or process reimbursements at this point in time.</p> <p>You may be able to claim this in your annual tax return, but please seek independent advice for your personal situation</p> <p>While working from home the IT Service Desk can continue to provide support for your ANU provided laptop and equipment.</p> <p>If you are having difficulty with your own provided home internet connection or home computer there are a range of private organisations that you could contact to provide an individual private arrangement. Some companies that are available include Telstra, Geeks2U and thepcdoctor.</p> <p>We will provide more information shortly on the Working Remotely page</p>
How do I get access to the required access to University systems to undertake work remotely (e.g. VPN access, internet access, suitable work space, ability to access to	A new VPN service is available for all staff that can be utilised on home computers or ANU managed devices. Instructions on this are available at: https://services.anu.edu.au/information-technology/login-access/working-

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Office 365 etc)?	remotely
Can I stop my parking permit and fees while working from home?	<p>Yes, if you have parking permit and wish to cancel it, you may do so via the online parking permit or contacting the parking office for assistance via https://services.anu.edu.au/campus-environment/transport-parking</p> <p>Please be aware that the University cannot hold a place for you in a reserved or undercover parking station if you cancel your permit.</p>
What about child care services?	<p>Childcare service have been deemed an essential service by the ACT government and on campus facilities continue to operate unless otherwise notified.</p>
What if it is not safe to work from home, for instance, I experience domestic violence at home?	<p>Please talk with your supervisor and seek advice from the Community Wellbeing team on working from an alternate location.</p> <p>The Community Wellbeing team is contactable on communitywellbeing@anu.edu.au to discreetly and confidentially discuss your personal circumstances.</p> <p>Please remember support services are available and include:</p> <ul style="list-style-type: none"> - 1800 Respect – 1800 737 732 or https://www.1800respect.org.au/ - Domestic Violence Crisis Service – 02 6280 0900 (24/7 Crisis Line) - Employee Assistance Program -1800 808 374 https://services.anu.edu.au/human-resources/wellbeing/employee-assistance-program.
Do I need to work from home if I am unwell?	<p>If you are feeling unwell or become unwell there should be no expectation that you have to work at home, you can take personal (sick) leave, and you should</p>

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	<p>lodge this via HORUS using normal leave guidelines.</p> <p>If your illness is related to COVID-19 you will have access to leave provisions as outlined in the COVID-19 Leave Guidelines.</p>
<p>How can I stay well and work well at home, take care of my wellbeing?</p>	<p>We have some separate guidelines on working well at home (see link) and we will continue to update these based on input from a range of internal and external experts. If you have suggestions about working well at home or supporting wellbeing at home please email communitywellbeing@anu.edu.au to share your suggestion.</p> <p>Our full range of staff counselling services available via the Advisers to Staff and EAP remain open and available remotely and confidentially via Zoom.</p>
<p>Will the University pay for my NBN, ISP?</p>	<p>No, but please consult the Australian Tax Office advice about tax deductions for work expenses</p>
<p>Can I access my office to collect materials, books, print documents?</p>	<p>There will be no access to buildings from Monday 30 March. You will need to collect items before then.</p>
<p>How can I print?</p>	<p>If individuals require urgent printing and do not have the facilities available at home, a basic printing service of word and/or excel documents (A3 and A4) will be provided during the working from home arrangements.</p> <p>The service will be provided Monday to Friday – 9am to 5pm commencing 26 March to 26 June 2020 inclusive.</p> <p>Documents:</p> <ul style="list-style-type: none"> - Can be confidentially emailed to fs.clientservices@anu.edu.au. Your

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	<p>email will be deleted after the document is printed.</p> <ul style="list-style-type: none"> - Please advise if you wish for the document to be printed in A4 or A3 on the email. - Allow a minimum of one hour for printing before collecting. - Collection is from the Anthony Low Building, ground floor main counter (Garran Road, Building #124). - Binding, laminating, staple, hole-punch or high-res printing will not be available.
<p>What if I have family or household members who are self-isolating that will impact on their ability to undertake work from home and/or remotely?</p>	<p>If a member of your family or household is unwell or self-isolating consideration should be given to working remotely from another location.</p> <p>Please discuss this with your supervisor and the Community Wellbeing team</p>
<p>Will the University reimburse expenses incurred when I work from home?</p>	<p>The Australian Tax Office provides guidelines for expenses that are claimable due to required work from home.</p> <p>These are available here https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Home-office-expenses/</p>