Research Staff Handbook 2020/21
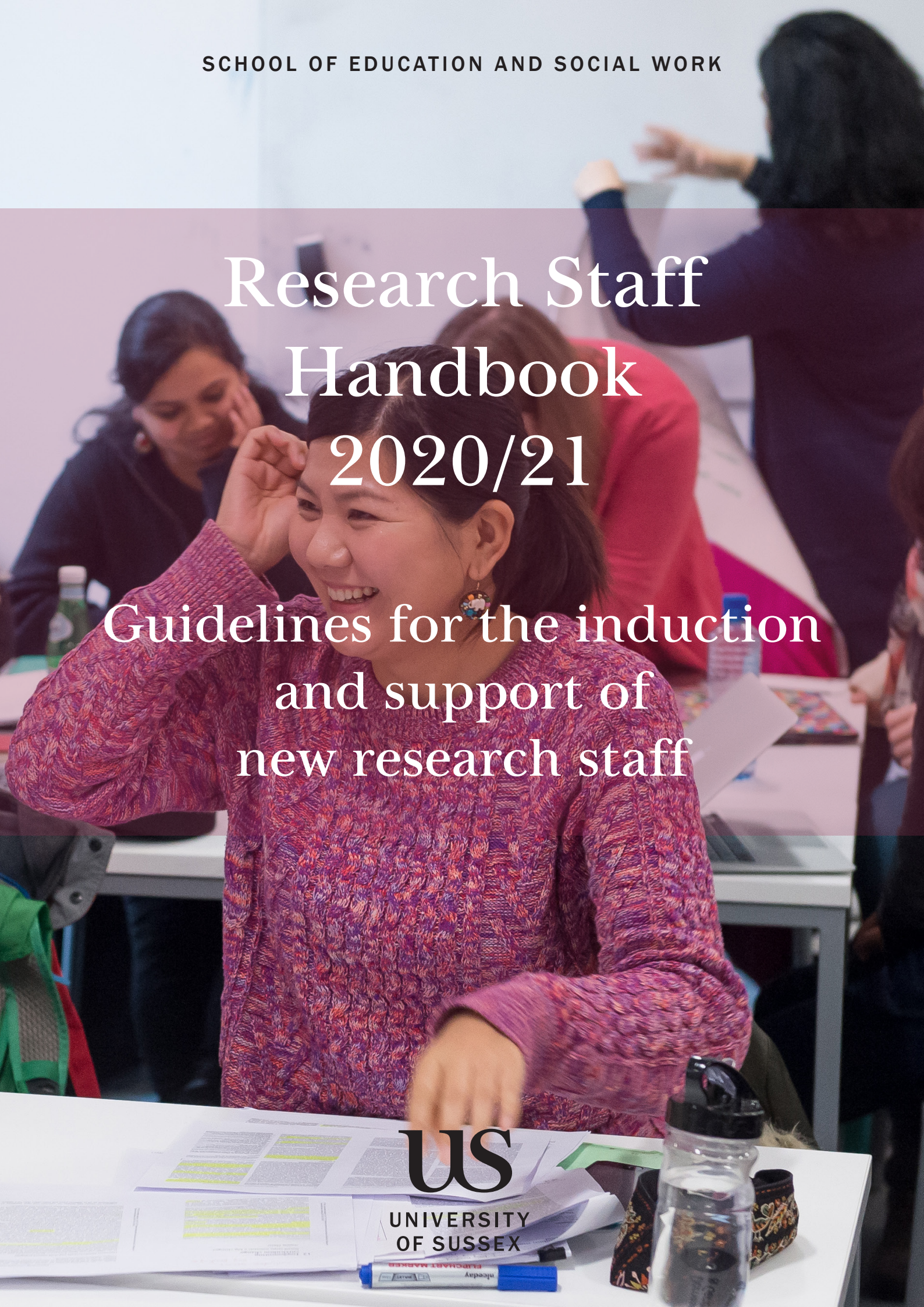
Guidelines for the induction and support of new research staff

US

UNIVERSITY OF SUSSEX

Contents

Please refer to the University web pages regularly for updated guidance on the Covid-19 pandemic. School guidance is attached as an Annexe to this handbook.

Welcome message from the Directors of Research and Knowledge Exchange

Welcome! Congratulations on joining the School of Education and Social Work at the University of Sussex!

We offer a vibrant interdisciplinary research environment, and our overarching aim is to provide a space in which research can flourish, at all career stages. We host six research centres in the School, and you can read more about these in this handbook. We encourage all our researchers to think and work across the centres – you are welcome at all centre events, and can join more than one centre, and enjoy the synergies that come out of those diverse collaborations.

The research strategy within the School is led by the Director of Research and Knowledge Exchange, which is a role that we share. As part of your induction, you will meet with one or more of us in the next few weeks, but you can contact us at any time using the email eswdrake@sussex.ac.uk

We look forward to working with you and supporting you in your research.

With all good wishes

Professors Janet Boddy, Gill Hampden-Thompson and Rachel Thomson

Welcome message from your Research Staff Representatives

Welcome to the School of Education and Social Work.

This is a very creative and exciting environment to research in.

Our role is to represent your views and voices on any issues affecting you as researchers, and to communicate these back to the School Research Committee and to the centrally based Research Staff Working Group.

This process is part of the spirit of collaboration and mutual support we all strive to achieve in this research environment. All too often research can be an individual and solitary process with the experiences and challenges of researchers at lower levels of the academic hierarchy often going unheard. Our role is to ensure this does not happen!

We look forward to meeting you during your induction!

Anna Ridgewell and Dr Birgul Kutan

Introduction and Overview

Welcome to the School of Education and Social Work at University of Sussex. We are here to support you and make sure you settle into your role within the School and the institution. These guidelines are provided to assist you, as a new member of research staff and to ensure you are settling in to your new role. These guidelines complement the already existing University guidelines on induction and support of new research staff (see www.sussex.ac.uk/staff/research/researchstaff/principalinvestigator and www.sussex.ac.uk/staff/research/researchstaff/newstaff)

School Contact Information

Postal address is:
ESW School Office
Essex House
University of Sussex
Falmer
Brighton
BN1 9QQ

E: eswenquiries@sussex.ac.uk
T: 01273 (87)7888
(7888 if dialling internally)

School website:
External: www.sussex.ac.uk/esw/
Internal: www.sussex.ac.uk/esw/internal/

Induction and its Purpose

We value our research staff and offer a range of activities as part of the induction. Induction within the School has three main objectives:

1. To help new members of research staff settle into their new environment
2. To help them understand their responsibilities
3. To help ensure the new research staff are introduced to other members of staff (professional services, academic faculty and other research colleagues)

Who is responsible for your induction?

The Research and Enterprise Coordinator (REC) is responsible for your induction to the School. The REC will explain processes and procedures to you, and will arrange an induction program for you on arrival within the school/department.

Within the first couple of weeks, you will be meeting one or more Directors of Research and Knowledge Exchange (DRaKE), the Research Staff Representatives, Departmental Research Leads, your Principal Investigator (PI), Head of Department, Centre Directors, as well as other members of Faculty and Professional Services staff in the School. In addition to receiving day-to-day support from your principal investigator/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your allocation of five (pro rata) career development days. The allocation of research mentor will be done within the first month of your arrival.

Within your first few months at the University, you will also be invited to a welcome lunch hosted by the Research Staff Office, and a staff welcome session organised by Organisational Development. We urge you to attend both of these events – to get to know the wider support and context you are working in here at Sussex.

Following your induction, you are encouraged to book onto useful training and development courses, and to network with other staff within the School and across the University:

- Organisational Development offer many creative and stimulating learning and development opportunities for all categories of staff

- The [Research Staff Office](#) offer training events, and development opportunities and support specifically tailored for Research Staff.

All research staff development events are free for University of Sussex staff to attend.

Induction Pack

On arrival, you will be given an induction pack, which consists of:
1. ESW Research Staff Handbook
2. Induction Programme
3. Research Centre Reports
4. Staff Handbook
5. Code of Conduct for Researchers
6. List of forthcoming seminars

On Arrival

Alongside your School induction, you will receive advice and support in accessing the following University services and facilities:

Identity/Library Card

All new members of staff are issued an ID card. The card will enable you to access the Library, Sports Centre and other buildings on campus. To obtain a card, please visit the Print Unit in person – it is located in York House undercroft.

Normal service hours currently in operation are:
Monday-Friday
9.30am-12.30pm and 2.30-4.30pm

IT Services

Please ensure you have set up and activated your IT Services account, through which you receive your email account and address, you will need to visit IT Services Reception in Shawcross Building. For the building's location, see the [campus map online](#).

When visiting IT Services (ITS), you will need to take your letter of appointment with you as proof of identity. Your email account can be set up in a few minutes and will be ready for you to send and receive email straight away.

Once you have full IT access, you can access a range of information about the School and the University on **_Sussex Direct_** - your personalised and secure gateway to University information, available from both on and off campus. Within it you can view and edit the University holds about you, for example your address or car details. Sussex Direct is available from the primary navigation tabs visible at the top of all Sussex web pages.

Printing on campus

All Multi-Functional Devices (MFDs) located across the campus and in each building have a 'secure printing' facility. To use the new MFDs, you'll need to load a new printer driver, as follows:

- Click the windows "Start" button
    -
- Where it says "*Search programs and files*", type in \\anuosprt01.uosprinting.com
- Double click on UoS_Secure_Print_Letter
- …wait for a couple of minutes…
- Double click on UoS_Secure_Print
- Close the windows that pop open.

- Probably set the new printer, UoS_Secure_Print as your default (once set up and ready to go) – On the Devices and Printers option.
- Then send all prints to this print queue, and you'll be able to print on any of the MFDs

Workspace

You will be offered workspace by your Principal Investigator, in conjunction with the School Administrator. It is likely the space may be shared with other research staff colleagues.

Access to Essex House

The normal open hours of the building are 08:00 to 18:00 on weekdays. If you wish to gain access to Essex House outside these hours you must record your presence and notify the University Security Services office:
- call (01273) 678234
- email security@sef.fm

This is so security staff know to try to find you in the event of an emergency. Sussex Estates and Facilities operates a 24-hour a day, 365 days a year security service for the University.

On leaving, please check that the door of the office you were using is locked and all lights are turned off.

School Research Process for Bids and Awards

The School of Education and Social Work has a vibrant and thriving research culture with over 50 researchers working on projects across six research centres.

When you are ready to make your own individual or collaborative research bid, you should first discuss this with your mentor and line manager and any other senior colleagues familiar with your research area, Make the most of their expertise to identify potential funders and help you hone your idea into a research proposal that is suitable and likely to be supported for submission. You can also seek advice from the Research and Enterprise Services (RES) – for example, by attending one of the Education and Social Work Drop-In Sessions that they offer – who can advise on funding possibilities, and provide a range of training on bidding.

Alongside academic colleagues and Professional Services staff within the School, Research and Knowledge Exchange staff will support you in making your research bid. They will work together with you from the earliest stage of development and costing of your research bid, through to the award and contract, to maximise your chances of success and ensure the School delivers a strong portfolio of projects.

Check out the University's process for research bids and awards.These pages will help you to follow step-by-step the processes that are required to develop research bids and secure external funding for all types of research and consultancy projects. If you are planning to submit a bid, there are two key initial steps that you must follow:

(i) Complete the ESW grant application proforma
(ii) Send the proforma to the School's DRaKEs (eswdrake@sussex.ac.uk) and to ESW's Research Development Officer, Desiree Villahermosa Caballero (D.Villahermosa-Caballero@sussex.ac.uk).

School Research Centres

The School hosts six Research Centres:
- The Centre for International Education (CIE) (www.sussex.ac.uk/education/cie/)

- The Centre for Higher Education and Equity Research (CHEER) (www.sussex.ac.uk/education/cheer/)

- The Centre for Teaching and Learning Research (CTLR) (www.sussex.ac.uk/education/ctlr/)

- The Centre for Innovation and Research in Wellbeing (CIRW) (www.sussex.ac.uk/socialwork/cirw/)

- The Centre for Innovation and Research in Social Work (C-SWIR) (www.sussex.ac.uk/socialwork/cswir/)

- The Centre for Innovation and Research in Childhood and Youth (CIRCY) (www.sussex.ac.uk/esw/circy/)

Detailed information on the work and activities of these Centres is available on their individual websites. Centre membership is open to all, and staff are encouraged to join more than one centre as appropriate for their research interests.

The School is also a core member of the University research Sussex Humanities Lab (SHL) (www.sussex.ac.uk/shl/) which is a University research programme open to those whose research aligns with its focus on digital culture, methods and theory.

School Seminars

The School hosts a number of high-profile seminars during term time as part of the ESW Open Seminar Series. During the Covid-19 pandemic, centre events have been taking place remotely, usually via Zoom.

Research seminars are hosted usually by one but sometimes co-hosted by two of the School's six research centres and presented by internal as well as external speakers. Participation is free and the seminars are open to all. They are advertised on Broadcast, on the relevant research

centre's website and the School's two departmental websites, via posters in Essex House and the plasma screen in Essex House reception.

ESW research centres also run a range of other activities, such as reading groups, impact events and training workshops. You're warmly invited to get involved in any of these events. Please contact relevant centre directors if you have ideas for events, would like to present something yourself, or get more involved with their work/research.

Environmental Policy

The School supports energy conservation and the consideration of the environmental impact of its activities in accordance with the University's Environmental Policy (see also details of the Green ESW initiative).

1. Energy conservation
The University has a substantial carbon footprint, and has a significant challenge to reduce absolute carbon emissions in line with Government targets. The School encourages staff to turn off computers, printers, photocopiers, lights, heating, fans and other equipment when rooms are unoccupied.

2. Recycling
The School encourages the recycling of paper, cardboard, glass, plastics and other material where possible. Paper recycling bins are on most floors of the School's building, and by photocopiers/networked printers. Cardboard and glass recycling bins are located outside. To further reduce paper waste and energy use, the School encourages double-sided printing wherever possible.

3. Travel
UK flights must only be taken by staff when absolutely essential and booked through Key Travel (see www.sussex.ac.uk/studentrecruitment/internationaloffice/travel).

Applications for funding for travel expenses and research support will be approved on the basis of train travel (or car if practicable), unless there is an exceptional reason why a flight is essential, agreed by the Head of School. The School supports any university activity to promote use of public transport or cycling as an alternative to driving.

Research Staff Career Development

As you start

As part of your induction, within the first month of you being here, you will take part in a 'beginning of contract discussion' with your Principal Investigator to set objectives for your new post and to discuss these alongside your personal research career plans.

The University has created two documents to help both you and your PI with these discussions, the:

- "Start of Contract Discussions Guidance" document, containing guidance and templates

- "Research Staff Professional Development Guidance" document, designed to help you plan your professional development

Developing yourself

Whilst employed at University of Sussex, your career development is supported in a variety of ways including:

- *Career development days* – Each member of research staff at the University of Sussex is entitled to five career development days per year (pro rata for part-time staff). You can use these days for a variety of career-related activities including: meeting with a research mentor (see below) and attending career development training sessions such as those organised by the University's Research Staff Office.

- *Research mentoring* – In addition to receiving day-to-day support from your principal investigator/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your five (pro rata) career development days allocation. Some of the benefits of a one-to-one mentoring relationship are:

    o Having a supportive relationship with someone outside of your line management, with whom you can explore and progress professional development goals

    o Having the opportunity to learn from a more experienced colleague(s)

- o Tailored support and guidance appropriate to your situation/career stage

- o Confidential and objective discussions

- *Teaching* – Depending on your research funder, it is anticipated that research staff will be able to undertake a small amount of teaching and or supervision activity (to be negotiated with the PI and Head of Department) to support their professional development. This may include one-off lectures or supervision of undergraduate or Masters dissertations. Any staff new to teaching will be required to take the University's ['Starting to Teach' module](#) within their allocated career development days.

Keeping on track and progressing

- *Annual appraisal* – The University runs an annual appraisal process for Sussex research staff. Appraisers should meet with research staff appraisees to discuss progress against their research objectives as well as their career development aspirations and goals.

  Appraisal meetings provide an opportunity to reflect on past achievements and identify areas where your staff hope to develop new skills or take on new opportunities and responsibilities.

- [Information on the appraisal process](#)

- *Promotion* – [See details of application processes for research staff promotions and pay awards](#). Your mentor and your PI/manager should be able to advise you on planning for promotion.

Research Ethics and Integrity

Applying for ethics review

If you are conducting research that involves participants and/or the collection of data then you will need to submit your research for review to the Cross-Research Ethics Committee (C-REC). You can also go to the School's Research Ethics Officers Professor Louise Morley (l.morley@sussex.ac.uk) and Dr David Orr (d.orr@sussex.ac.uk) to discuss your ethical review.

All ethical review applications are made via the University's online ethical review system in Sussex Direct. [1] See more information on the ethics process, how to submit an ethics application videos and general guidance.

It is important that you receive ethical approval before starting any research as without it you will not be covered under the University's insurance policies.

In order to be considered as part of the C-REC's monthly application review system, your application should be submitted by the 20th of each month (except for August when no cycle takes place). You will then receive a response from the committee within 2-3 weeks of this date. The majority of applications are returned to applicants with at least some amendments before ethical approval can be granted so you are advised to submit an application in plenty of time before your research is due to begin.

In some circumstances it is possible for an application to reviewed outside of this cycle, such as an application requiring review in order to receive funding etc). In all expedited review cases, the agreement of this process is by the discretion of the SREO or C-REC Chair.

If you require any help or advice with the ethics process, please contact Tim Parkinson, the Research Ethics, Integrity and Governance Administrator for the Social Sciences and Arts at c-recss@sussex.ac.uk.

---

[1] https://direct.sussex.ac.uk/login.php

Research Integrity

The University of Sussex is committed to promoting and upholding the highest quality academic professional and ethical standards in all its activities and seeks to foster a culture of professional integrity and is a signatory to the Universities UK Concordat to Support Research Integrity[2]. The purpose of the Concordat is to ensure that all research conducted by the University is underpinned by rigorous high standards and thorough misconduct procedures. It also aims to support the development of researchers. Detailed information on the number of completed formal investigations or upheld allegations are detailed in the University's Annual Research Integrity Policy Statement[3].

As part of your ethics application it is important that as a researcher you read and familiarise yourself with the University of Sussex's Code of Practice for Research

---

The Code of Practice for Research [4] sets out standards for conduct expected of all staff and students engaged in research at the University of Sussex. As an individual conducting research on behalf or under the guidance of The University of Sussex you are expected to always:

- Demonstrate integrity and professionalism
- Observe fairness and equity
- Avoid, or declare and manage, actual or potential conflicts of interest
- Show care and respect for all participants in subjects, users and beneficiaries of research including humans, animals, the environment and cultural objects (those associated with or involved with the research)
- Observe all legal, regulatory and ethical requirements laid down by the University of Sussex or other statutory bodies.

---

[2] https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2019/the-concordat-to-support-research-integrity.pdf
[3] https://www.sussex.ac.uk/research/about/standards/research-integrity-policy-statement
[4] https://www.sussex.ac.uk/webteam/gateway/file.php?name=code-of-practice-for-research-june-2018.pdf&site=377

Failure to comply with the provisions of this Code could be grounds for action to be taken under the University's Procedure for the Investigation of Allegations of Misconduct in Research[5]. Please contact the Research Governance Office if you have any concerns, questions or queries.

In instances when a researcher is working with a third party and/or partner the code of ethics that should be followed is that of the University (as sponsor of the research) and not of the third/party or partner. However, If a third party and/or partner's code of ethics is more restrictive than that of the University then the third party/partner's code of ethics should be observed so that the research always abides by the maximum level of restriction and/or regulation.

Sponsorship

All research falling under the remit of the Secretary of State for Health must have a formal sponsor. This includes all research in health and social care that involve NHS patients, their tissue or information. There are similar requirements for research involving social care practitioners, clients and resources, where this falls under the Secretary of State for Health's remit.

The University of Sussex is able to act as sponsor in research cases involving the above bodies or organisations following approval from its Research Sponsorship Sub-Committee.

If your research concerns the above bodies or organisations and you require the University to act as sponsor, it is suggested that you contact the University's Research Governance Officer[6] as soon as possible to discuss sponsor responsibilities. Applications for Sponsorship will be considered in accordance with the Standard Operating Procedures for Sponsorship Approval[7] and should be submitted to the University Sponsorship Sub-Committee[8] within their published submission deadlines. Applicants should consult the Checklist for University

---

[5] https://www.sussex.ac.uk/webteam/gateway/file.php?name=procedure-for-the-investigation-of-allegations-of-misconduct-in-research-june-2018.pdf&site=377

[6] http://www.sussex.ac.uk/staff/research/people/list/group/ethics-and-research-governance

[7] https://www.sussex.ac.uk/webteam/gateway/file.php?name=sop-sponsorship-approval-march-2018.pdf&site=377

[8] http://www.sussex.ac.uk/staff/research/governance/sponsorship/applysponsorship

Sponsorship[9] before starting their application to ensure that all appropriate documentation is submitted for review by the University Sponsorship Sub-Committee.

If you are not sure whether your research requires ethical review, check the self-assessment checklist.

Research taking place overseas.

If your research is to take place in a location other than the United Kingdom, then you will need to complete an Overseas Travel Safety and Security Risk Assessment (OTSSRA)[10]. This form has been designed to help you identify the steps you need to take to ensure that your research and trip are safe and successful, it also assists the university to comply with legal, ethical and social obligations in respect of any activities associated with the university. If you are conducting your research in your home country the OTSSRA form still needs to be completed and submitted as part of your ethics application.

Desk-based research or secondary data use

If you are carrying out research that is based on a review of publicly available literature, or involves the use of secondary data collected by others, then you may not need to submit an application for ethical approval on condition that the following criteria, and ethical standards are maintained.

You do not need to apply for ethical approval if:
  i.   You report on the material in a professional and ethical way making sure that all intellectual property is correctly referenced and assigned to the author.

  ii. The data you use is freely available on the Internet, published in a book or other public domain, However, at all times the ownership of the original data must be acknowledged and referenced correctly.

---

[9] http://www.sussex.ac.uk/staff/research/documents/university-sponsorship-application-document-checklist-20.docx

[10] http://www.sussex.ac.uk/hso/documents/otssra-form.docx

iii. You do not include any additional identifying details relating to an individual which may in any way decrease the level of their anonymity and threaten the level of confidentiality.

iv. The data is to be used in a way that is appropriate in terms of methodology, accuracy, timescale and purpose.

Note: If you are considering using secondary / internet data – please check with : the Association of Internet Researchers Ethics Guidelines (https://aoir.org/reports/ethics3.pdf)

Criteria for carrying out research with secondary data:
If you are intending to carry out research involving the use of secondary data obtained from a previous study, you do NOT require ethical approval if :

v. All appropriate permissions are in place from owners of the data

vi. All necessary consents are in place from participants for future use of the data

vii. Any terms and conditions stipulated by the original author(s)

If you are intending to carry out research involving the use of secondary data obtained from a previous study, you MAY require ethical approval if:

Association of internet

viii. The data you use is the product of a separate research project and the data is not freely available within the public domain, then prior permission for the use of the data must be obtained and included in the application for ethical clearance.

ix. If the data collected previously involved the use of a specific instrument of measurement for which a restricted licence for use is required.

x. Your research data does not go beyond the legal and ethical boundaries and parameters set by the University of Sussex.

You WILL need ethical approval if:
xi. The participants in the original study were unaware of the future uses and / or publications of the data they provided.

See details on how to submit an ethics application including guidance, advice and what makes a strong submission, or if you have any questions regarding your ethics application or the ethics process, please contact the Research Integrity, Ethics and Governance Administrator (tim.parkinson@sussex.ac.uk)

The Research Staff Office

The University Research Staff Office (RSO) in Research and Enterprise Services works with Research Staff Representatives, and other colleagues in Schools and Professional Services across the university, to champion the needs of research staff.

The RSO works at:

- a strategic level: developing and implementing policy and projects to enhance researcher experiences and the research environment
- a personal level: creating and delivering bespoke, professional training and personal coaching to support research staff at each stage of their research career at Sussex.

Contact details:

Research Staff Office
Research and Enterprise Services
Falmer House
University of Sussex
Falmer
Brighton
BN1 9QN
E: researchstaffoffice@sussex.ac.uk
T: +44 (0)1273 877 979

Website:
www.sussex.ac.uk/staff/research/researchstaff

Welcome Guide

You should have received in your contract offer letter a copy of the "Welcome Guide" that they have created for Research Staff that are new to the University.

If you have note received one, it can be accessed online.

Further Orientation

Welcome lunch

The RSO hold a welcome lunch for all new Research Staff 3-4 times a year. They aim to e-mail new starters within 3 months of starting, but if you have not heard from them, or were unable to make a session you were invited to, do e-mail them: researchstaffoffice@sussex.ac.uk.

Newsletter

Shortly after you start, you will be added to a mailing list, and should begin to receive The Sussex Researcher Newsletter.

This monthly mailout, designed for all current research staff (and those supporting researchers), at the University, brings together:

- A summary of "Workshops and Events" that are relevant and coming up in the next month or so
- Researcher-relevant "News" – whether a local item from the RSO or the University, or something more wide-ranging about the Sector
- A digest of "Opportunities" you can get involved with
- Features about your "Research and Careers"
- A spot for highlighting "Research Funding"

If you do not automatically start getting the newsletter, get in touch with the team. In the meantime you can access the most current version as well as an archive online.

One-to-one support:

As well as creating training and development programmes for researchers, the Research Staff Office (RSO) organises 1:1 support for research staff at the University, ranging from ad hoc discussions with members of the team, more in depth coaching sessions, and links with the University-wide mentoring scheme.

See details of support provided by the RSO on training and development, career planning, funding and fellowships, along with other related useful information.

The RSO also provides information for research staff managers and PIs to enable them to support their staff effectively.

Key contacts for Research Staff in the University

Research Staff Officer
TBC

Researcher Development Coordinator
Alex Aghajanian
Research and Enterprise, Falmer House
T +44 (0)1273 678709
E alex.aghajanian@sussex.ac.uk

Director of Research Staff Development
TBC

Key contacts for Research Staff in the School

Head of School
Professor Gillian Hampden-Thompson
Room X1.07, Essex House
T +44 (0)1273 678252
E ESWHoS@sussex.ac.uk

Head of School Coordinator
Najat Zaari
Room X1.06, Essex House
T +44 (0)1273 872729
E hosc@esw.sussex.ac.uk

Heads of Department
Department of Education
Professor Simon Thompson
Room 254, Essex House
T +44 (0)1273 872502
E S.J.Thompson@sussex.ac.uk

Department of Social Work and Social Care
Dr Russell Whiting
Room 222, Essex House
T +44 (0)1273 678241
E R.Whiting@sussex.ac.uk

Directors of Research and Knowledge Exchange
Professor Gill Hampden-Thompson
Room X1.07, Essex House
T +44 (0)1273 678252

Professor Rachel Thomson
Room 210, Essex House
T +44 (0)1273 876689

Professor Janet Boddy
Room 211, Essex House
T +44 (0) 1273 872768

Please use eswdrake@sussex.ac.uk to liaise with the Directors of Research and Knowledge Exchange

Departmental Research Leads
Education
Dr Louise Gazeley
Room 105, Essex House
T +44 (0) 1273 877931
E L.H.Gazeley@sussex.ac.uk

Social Work and Social Care
Professor Elaine Sharland
Room 222, Essex House
T +44 (0)1273 873040
E E.Sharland@sussex.ac.uk

Research Development Officer
Desiree Villahermosa Caballero *(providing maternity cover)*
E D.Villahermosa-Caballero@sussex.ac.uk
E research_support@sussex.ac.uk

Sarah Frisby-Osman *(on maternity leave)*
T +44 (0) 1273 87 3149
E so300@sussex.ac.uk

School Administrator
Ana Pereira
Room 109, Essex House
T +44 (0)1273 678255
E A.Pereira@sussex.ac.uk

Research and Enterprise Co-ordinator
Dr Deeptima Massey
Room 110, Essex House
T +44 (0)1273 678464
E d.massey@sussex.ac.uk

Research Staff Representatives ESW
Dr Birgul Kutan (B.Kutan@sussex.ac.uk) and Anna Ridgewell
(A.Ridgewell@sussex.ac.uk) are currently sharing this role. Do please
get in touch with them if you have any concerns or issues that you feel
need to be addressed. Birgul is in EH121 and Anna is in EH231

Annexe: Guidance during Covid-19

Return to On-site Working in Essex House

Staff guidance

This is summary guidance to support School staff in preparing for their return to on-site working in Essex House. The overriding principle guiding our decision making continues to be prioritising the health and safety of our staff, students, and their families. **Anyone who is able to work from home and is not in an essential role should continue to do so.**

This information summarises the [Guidance for Returning to Working in Office and Low Hazard Spaces](#) produced by the University and is designed to help staff to follow the guidelines in place before they return to working in Essex House in a safe way. Staff are recommended to read this guidance in full before they return to Essex House in addition to completing the 'Return to Campus induction' which you can access [here](#).
Please note that a full risk assessment has been undertaken and any necessary measures, as advised by the government and the University on COVID-19-safe workplaces have been implemented. The risk assessment is available to staff in on the Staff Canvas site under "Working in Essex House.
These guidelines will be subject to regular review and may change according to government advice. Please write to the School administrator a.pereira@sussex.ac.uk if you have any questions or suggestions on how we can make Essex House safer.

Essex House – staff guidance
   1. **General advice:**
      - Do not come to campus if you are ill, have COVID-19 symptoms or have been advised to self-isolate. If you show any symptoms or are required to self-isolate, please inform your line manager and complete the [online reporting form](#).
      - Maintain social distancing of 2 metres where this is viable.
      - Wash your hands regularly and follow the information provided by signage around building.

   2. **Safe Access to and Egress from Building:**
   Follow the one-way system put in place in the building. This includes entering through the main entrance but exiting via the side entrance through the bike storage area. Individuals with mobility constraints will be able to exit through the main entrance. Signage throughout the ground floor indicates the entry and exit points as well as the one-way system. Please make sure you sanitize your hands after entering the building by using the hand sanitisers provided.

3. Corridors, Foyers, Stairwells and Lifts

A one way-system has been implemented in all corridors and staircases in the building. Please follow the signage and the markings on the floor (white arrows). The use of lifts in buildings should be avoided at all times where possible and used only by those with mobility constraints, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe. If lifts must be used, then they should be single occupancy.

4. Offices or Working Space:

- To ensure an adequate supply of fresh air in the workplace, all staff should make sure that their doors and windows (weather permitting) are opened as good ventilation can help reduce the risk of spreading coronavirus,
- Those in shared offices where social distancing of 2 metres is not feasible should agree on a rota to ensure that only one person is present at a time. If this is not possible, members of staff should contact the School Administrator who will look into assigning them a different office.
- Reception will be staffed from Monday 7th September between 10am and 3pm although we may decide to open longer than this if staff are available and there is demand.
- Professional Service staff will work from campus from the 21st of September on a rota basis. Admin offices will be staffed by two PS staff members at a time who will answer telephone and in person enquiries. The rest of PS staff will continue working remotely.
- Ana Pereira, School Administrator, will be available in her office every day between 9.30 and 2.30pm

5. Meetings

Meetings of more than 2 people should continue to take place virtually.

6. Communal kitchens

- Kitchens have been changed to a 'one in, one out' system with no more than one person allowed in the area at any time
- If you would like to use the kettle or the fridge or any other shared appliances, you should wash your hands for at least 20 seconds before and after using them.
- Use your own utensils – mugs, cutlery etc.

7. Toilets

Toilets have also been changed to a 'one in, one out' system with no more than one person allowed in the room at any time. Locks are now in place in all toilets in the buildings to allow for this system.

8. Hand sanitisers

Hand sanitisers have been made available at access points, kitchens, staff room, post room and MFD printers. Staff are encouraged to use hand sanitisers at all these points.

9. Face Coverings

Face coverings are not required in staff offices but staff should wear a face covering in all communal indoor spaces including reception, corridors, stairs and kitchens. Those who have a medical reason not to wear a face covering will be given a lanyard to signify this.

10. Cleaning

Enhanced cleaning protocols for high-risk/high-touch areas including door handles, light switches, handrails, interior doors, door push plates, common spaces, lift buttons, water fountains are in place across the building. If an individual in Essex House tests positive for COVID-19, the immediate space occupied by this person will be deep-cleaned.

Dated: 2 September 2020 (subject to ongoing review)
ESW HoS & School Administrator

School Induction of New Research Staff

At the moment we are only conduction online induction of all research staff. Ana Pereira, School Administrator will be putting together the induction programme on your arrival.

University Induction of New Research Staff

The Research Staff Office are continuing to follow the guidelines in place for all sets of staff groups. Please visit this webpage with all the updated guidelines: https://www.sussex.ac.uk/staff/autumn-2020/
The webpage contains regularly updated info on health and safety as well as HR policies and procedures that are in place during this period, as well as FAQs.

IT Account activation

The current advice for the moment is to give IT Services a call 01273 678090 and they will be able to give login details over the phone. If this isn't possible, IT Services are able to send a password protected document to the new user which they can get into. New staff will need to answer some security questions and quote the service request number of their email.

Research Seminars

Regular research seminars, usually a mainstay of any School's events calendar, have unsurprisingly been affected by lockdown and the ongoing requirement to avoid large gatherings. ESW's 'Open Research Seminar Series' has all but ceased to run – even remotely – since March 2020, being replaced by shorter ad-hoc online lectures on Zoom hosted by the School's six research centres. Upcoming events are promoted on each of the Centre's own websites, by meeting invitations sent to faculty via the ESW Events MS Outlook calendar, and also on the University's internal online news and events noticeboard 'Broadcast'. There may also be posters displayed in Essex House, and/or promotion of events on the plasma screen in

reception. Individuals following the School's social media channels may also get notification of events in this way.

Research Governance and Ethics

A dedicated web page has been created to give guidance on processes and procedures relating to research governance and ethics processes in the light of the COVID-19 outbreak.

_____

Travel advice

Insurance

Important message regarding travel insurance

Authorisation of Travel
In accordance with FCO guidance, only trips which are deemed essential by the University will be insured. International travel is currently at the discretion of Heads of School or Division and requires their approval or the approval of a member of staff to whom this authority has been delegated by the Head of School or Division. Details can be found on the Health & Safety Covid-19 resources web page.

Insurance Applications
If you are applying for insurance, you are confirming that your trip has been authorised as essential University business.
IF YOUR TRAVEL HAS NOT BEEN AUTHORISED BY YOUR HEAD OF SCHOOL/DIVISION AS ESSENTIAL UNIVERSITY BUSINESS, YOU WILL NOT BE INSURED TO TRAVEL.

COVID exclusion:
New trips
For any trips commencing on or after 1 August 2020, Aviva will apply an exclusion to the Cancellation, Curtailment or Change of Itinerary section of the Travel cover for claims caused (directly or indirectly) by any Coronavirus, including but not limited to, Covid-19. Medical Expenses cover will not be affected by this. (NB: Please note the Country of Residence exclusion below**)
Special care should be taken to check that you would be able to enter the overseas country. If a traveller were turned away (i.e. because the Foreign Government regulations meant they were not allowed in or to fly), then the Cancellation/Curtailment cover would not apply. There is no cover for quarantine costs.

Existing trips
For any trips already in progress, please note that ongoing accommodation costs and increased repatriation costs due to border closures imposed by any Government or local authority will not be covered.

Extensions

Ongoing Fieldworkers wishing to extend insurance cover beyond 1 August must be aware that travel and accommodation costs caused by Covid-19 will no longer be covered. The School or Division need to be made aware of these potential costs when approving the extension. Medical expenses will still be covered. (NB: Please note the Country of Residence exclusion below**)

**Medical expenses in country of residence exclusion. Medical expenses in country of residence are not covered. Country of residence is defined as the country in which you have resided for the last 12 months or more.

Eligibility criteria

Criteria for access to the University Travel Insurance scheme remains as follows:

- Staff and Research post graduates travelling on University business
- All undergraduates on a field trip organised by the University and accompanied by University staff and which is a compulsory part of the students' degree course
- Taught post graduates on a field trip or business trip, which is a compulsory part of the course
- Emeritus Professors where they are employed as Associate Tutors or Research Collaborators and/or using devolved University funds or School funds for travel, with the authorisation of the Head of School.

Further Questions

Please email: rt-finance-servicedesk@sussex.ac.uk

External links (all of which have Covid info, but not UoS specific):
Gov.uk links
https://www.gov.uk/foreign-travel-advice
https://www.gov.uk/guidance/travel-advice-novel-coronavirus

WHO
https://www.who.int/en/

World Aware
https://intel.worldaware.com/

Fit for Travel
https://www.fitfortravel.nhs.uk/home.aspx

University Health Centre
https://www.unimed.co.uk/

Health, Safety and Wellbeing

See details of health and safety arrangements for managing the current Covid-19 pandemic, along with links to other relevant information.

This handbook is for advice and guidance only and is not a substitute for the formal statements and requirements of the Charter, Statutes, Ordinances, Regulations and procedures of the University. In case of any conflict these formal statements and requirements take precedence over the handbook.

US

UNIVERSITY
OF SUSSEX