Procedures for Remote Working during Coronavirus COVID-19 outbreak

1. **Purpose**
   To define the University's procedures for remote working during the COVID-19 outbreak.

2. **Scope**
   Remote working arrangements under this procedure should be for no more than two weeks in the first instance. Managers may need to consider extending the arrangements in certain circumstances.

3. **Management Considerations**
   Managers should consider the following before approving a remote working arrangement:
   - Business needs of the School/Administrative & Support Area and whether all or part of the work can be carried out remotely
   - Type, volume and suitability for the work to be carried out in the home environment
   - Practical, security and technical requirements to allow staff to carry out work from home
   - Loss of expertise in the workplace and any requirement for staff to be onsite to carry out the essential needs of the business area

If a remote working arrangement cannot be accommodated, alternative working arrangements should be considered, such as alternative work location and alternative work patterns.
3. **Nature of Arrangements**
   The following should be agreed in advance of the remote working arrangement commencing;
   
   - Duration of the arrangement, including anticipated start and end date
   - Work to be completed by the staff member while working from home
   - Ensuring contact is maintained as normal. Ideally, staff would work a normal routine in the home environment. However, this would not preclude routine work being carried out outside normal University working hours.

   The Manager reserves the right to cease the arrangement and request the staff member to revert to their location of work and normal working pattern.

4. **Pay and Other Matters**
   Salary will be paid as normal. These arrangements will not affect the staff member’s rights, general conditions of employment and access to benefits.

5. **Security of Information and Data**
   Staff must ensure that all data held by them at their premises must be kept in the strictest of confidence and measures should be taken to ensure that no unauthorised person can access information e.g. a locked cabinet should be used where possible and computer files should be password protected.

6. **Health and Safety**
   It is the individual staff member’s responsibility to ensure that they do not place themselves or others at risk whilst working at home during this arrangement.

7. **Records**
   Managers must notify Human Resources of all staff approved for remote working under this procedure by emailing the details to hr@tcd.ie. This should include the staff members name and anticipated start and end date of the arrangement.

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