

**Remote Working During Coronavirus COVID-19 Outbreak - Guideline**

**1. Purpose:**

The purpose of this document is to provide guidance for UL Staff whilst working remotely / from home during the COVID-19 outbreak, whilst the University remains closed.

**2. Scope:**

This applies to all employees who work remotely during the COVID-19 outbreak, whilst the University remains closed

***Note:*** *This guidance document is an interim measure to help support University business continuity during the Coronavirus COVID-19 outbreak, whilst the University remains closed, and will not set future precedent on remote working for the University of Limerick*.

**3. Remote Working**

Working remotely means performance of University work for agreed hours from a remote location (i.e. normally in the employee’s private dwelling) or another remote location. The arrangements are based on a management philosophy of trust and mutual benefit.

**4. Principles of Remote Working:**

Managers should consider the following with respect to remote working arrangements;

* Business needs of the Faculty/Support Area and the work to be carried out remotely
* Type, volume and suitability of the work to be carried out remotely
* Practical, security and technical requirements
* Agree communication arrangement with direct reports

Employees must ensure the following;

* provide your line manager with up to date contact details
* keep work duties separate from other domestic or family activities
* ensure that equipment is set up properly
* manage working time effectively and take appropriate breaks
* keep in touch with supervisor/manager and discuss any problems that arise
* report to supervisor/manager periods of sickness and any health issues
* During the closure period you will be required to regularly check in/ follow the UL webpage for updates.

**5. Security of Information and Data**

Staff must ensure that all data held by them at their remote work location must be kept in the strictest of confidence and measures should be taken to ensure that no unauthorised person can access information. The following are examples of what measure to take:

* computers and laptops should be encrypted and files should be password protected
* keep secure any data stored on personal computers by restricting access to work-related files e.g. by password protection
* do not print any documents, if it is necessary to print documents, ensure the safe destruction of same at the end of use
* password protect all documents containing personal data when emailing

**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 remotely for the duration of this arrangement.

**7. University Policies & Procedures**

Staff members must adhere to the University’s Policies and Procedures, whilst remoting working including but not limited to GDPR, ITD, Health & Safety and Human Resources.

The Organisation of Working Time Act 1997 requires employers to hold records of all forms of leave. It is important that records of all leave (annual leave, unpaid leave, special leave with pay etc) are kept locally in the area.