

## COVID and Planning to Return to Office Accommodation Email 15 June 2020

Good afternoon all

You will have seen on Essentials that work is underway to prepare for some staff to start using Camden office accommodation again. This includes our service.

As I said in our briefing on 2 June, we will only start returning to offices and face-to-face visits and meetings when it is safe to do so, and only when we move from phase 3 to phase 2 of our emergency management plan. As I've said before, the review points for moving to phase 2 are 1 July, 1 August and 1 September.

When we do return, this will not be the office-based working pattern we were used to. It is extremely unlikely that all of us will be able to use an office building every day of the week for some months yet. As we discussed on 2 June, all of us will need to start thinking about re-organising our working weeks again in the months ahead.

One option is a 60:40 arrangement. This means 3-4 days a week at home and a maximum of 2 in and around Camden for home visits, meetings etc. Each of us would of course need a base to use on our 2 days in Camden. This is the scenario I am now discussing with the corporate accommodation team.

This includes staff normally based at Chamberlain, Netherwood and The Winch. Elaine and I cannot guarantee that you will be returning to those venues in the near future because of social distancing measures and the priority to keep you safe, so I am including you in my discussions with the corporate team.

Because everyone's circumstances are unique, I have asked service managers to make sure I am aware of any individual needs or adjustments so I can include those in my discussions. I completely appreciate that for many of you there are still a number of unknowns, for example when schools and nurseries will fully reopen, how local outbreaks of COVID infection will be managed where you live and so on. The government guidance on social distancing also changes regularly at the moment, which brings its own challenges to planning ahead.

I expect to have more news on office accommodation in the next couple of weeks. I know this may feel unsettling; the practical aspects are one thing, but the way it makes us feel is quite another. I want to hear more about this from you, and would be grateful if you would spend a few minutes responding to this survey [FSCF STAFF SURVEY - RETURNING TO OFFICES AND VISITS](#) (so sorry, you must all be sick of surveys – this is just one of a range of things we'll be doing over the next few weeks to check in with you about this issue, and a survey helps ensure everyone can give their views anonymously if they wish to).

Whatever happens, I will make sure you have plenty of notice of any change, we will have a whole service meeting on Teams well in advance, and you will have lots of time to talk with your line manager about what this might mean for you. We will not rush this, and I will make sure we hold your needs front and centre.

I will bring you more news as soon as I have it. Please do let me or your line manager know if you have any questions and I'll try my best to get the answers for you, and please do keep working from home until further notice.

Becca

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