

Guidance: Preparing to work at home – equipment and materials

Staff are asked to prepare to self-isolate at home, by taking essential equipment home with them, especially before they travel overseas for work or annual leave.

If you are asked to self-isolate at home, or planning any overseas travel for work or annual leave in the near future and already have a work laptop please take it and any other materials with you when you leave the office in preparation for self-isolation.

See also the [Display Screen Equipment \(DSE\) Arrangement for individuals with temporary homeworking assignments due to Covid-19](#)

Please ensure that your laptop has been connected to the network and all essential updates completed before leaving.

UKCEH policy is that laptops are connected via VPN (for information and not in this case: or on-site if a laptop is not configured for VPN) as a minimum every 14 days (usually we advise to connect weekly to meet the 14 day window). Policy is laptops (or any PC) are barred from use via VPN or on-site if this requirement is not met. CCS will contact users in advance warning of the likely action and where necessary/possible contact line manager/HR/Fellow administrator as a further warning.

See [here](#) sections: 3.2.4.1, 3.4.8 and 3.4.9:

Please contact your local CCS helpdesk for any technical questions.

In exceptional cases it may be possible to send out laptops for anyone who has a laptop on-site but has left it at work while away (holiday etc.). In order for this to happen, the individual will need to make arrangements by phone or email with their line manager (or someone else if their group if LM unavailable) for equipment and materials to be packed up ready for courier collection with the authorisation of CCS. This package should then be passed to a member of the local facilities team and a request to send by reputable courier (e.g. DHL or TNT) with added insurance for valuable items made.

If you do not have a work laptop but find yourself under self-quarantine and your line manager requires you to work from home then you might;

- a) Use your home PC depending on the nature/sensitivity of the work that you are doing. Considering that GDPR/confidential/sensitive docs should not be stored on home users PCs.
- b) Request a spare/loan laptop from CCS via your line manager. Note that these are in limited supply and that those available will be held back for key users in the coming weeks. To obtain a spare/loan laptop your line manager will need to write a brief justification for their CCS site manager. If spare/loan laptop is granted then this will need to be sent via courier to individual's home address as detailed above.

UKCEH recognises that there are certain roles and circumstances which would impact on the ability to work from home and following line manager assessment special leave will be granted in those circumstances.

Under no circumstances should any UKCEH person under self-quarantine come to a UKCEH site to collect equipment and materials. If circumstances allow, then it may be permitted for a colleague to drop off equipment to an individual but only to the doorstep.

Once your quarantine period is over and you are permitted to return to work you will need to advise your line manager of your return date and upon return to work clean any equipment with simple disinfectant before returning it to a UKCEH building.

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