Dear Postgraduate researcher,

Following on from our communications yesterday, please see further information below in relation to coronavirus (COVID-19).

**Remote working**

All research activity in University buildings and facilities should have finished by 5.00pm on Tuesday 17th March and, in exceptional circumstances in order to safely wind down activity, no later than 5.00pm on Friday 20th March. If you require access to a University building between now and 5.00pm on Friday 20th March for the purpose of safely winding down research, you will need to request permission stating the reason for this from your Head of School in order to be granted access to the relevant building. A risk assessment will need to be completed for the activity (including lone working).

Please discuss the research that you will do at home with your supervisor.

**Desktop PCs**

The advice from IT Services is that Desktop PCs will not work from home so therefore please do not take desktop PCs home. You can however take home your screen and other peripherals (eg: keyboard, mouse) if this aids your working at home. IT services have provided guidance on how to access via a Virtual Private Network (VPN) and remote desktop connection.

**Stipends**

Stipend payments will continue as normal. Any issues should be discussed with your local PGR support team.

**Library**

The library is closed to physical access but PGRs should still be able to access electronic resources.

**Looking after your wellbeing**

We recognise that during this uncertain time remote working is not easy. Below are some ideas how to manage this and stay well. You will also find some excellent ideas on social media from fellow researchers and we encourage you to share these.

- If you can, set up a dedicated workspace in your house, it will help to differentiate between ‘research’ and ‘off’ time and create a boundary between relaxed, social space and work-space. There is some useful guidance here from NHS England about how to sit at your desk correctly - try adapting this to your at-home set up.
- Maintain a routine, this will look different depending on your circumstances, but can include things like getting up and ready as you usually would, taking a morning and afternoon walk instead of your commute, and taking regular breaks away from your workspace.
• If you have caring responsibilities, speak to your supervisor about how to manage your research work around these. It is likely that this will be a changing situation and will require ongoing discussion.
• Try and define the hours you will be working and resist the temptation to check-in outside of these hours.
• Even if you are isolating with symptoms, light exercise is recommended, try these at home and at your desk.
• Make use of the many online resources including podcasts and apps on mindfulness and wellbeing.

Please remember the University’s support services and the Big White Wall (free online mental health and wellbeing support 24/7) are also available to all PGRs.

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