

Sent on behalf of Lisa Nos, Director of People, Culture and Performance**Update around the partitioning of staff at Little Common Lane**

Due to the change of circumstances with Coronavirus cases in Sheffield, **we have decided to bring the plan of partitioning Little Common Lane with a bubble for clinical spaces forward to close of play (5pm) tomorrow (Friday 13 March).**

Split of inside and outside the bubble for teams and areas

Inside the bubble	Outside the bubble
Housekeeping (and Laundry)	Clifford House
Hospitality	Meeting Room 1
Maintenance and Portering (MPS)	Meeting Room 4
ECHO	Executive (LN, KB, TS)
Executive (PH, JL, SK)	Retail
Exec support	Finance
Clinical Quality & Risk office	Fundraising
Catering (kitchen)	Marketing & Communications (relocated to Fundraising office)
Café (only accessible to bubble staff)	Volunteering (relocated to Resource Ctr)
Reception	Learning & Development (relocated to Resource Ctr)
IPC	HR (relocated to Resource Ctr)
Community team	IT team
AIC	The Pod
Allied Health Professionals	The Garden Room
Clinical Admin Team	
Members of the HR, IT and Marketing & Comms (team members to be confirmed)	
Meeting Room 3	
Medical records space	
Mortuary	
Property and Facilities management	

Facilities	For staff members in the bubble	For staff members out of the bubble
Fire assembly point	Current assembly point (top car park)	Outside the Garden Room
Entrance/exit to the building	Deliveries door near Maintenance & Portering (via fob)	Both entrances near Fundraising & Finance offices (via fob) Resource centre (via key)
Parking	Little Common Lane staff car park NB: No cars parked on Little Common Lane, or the surrounding areas i.e. Abbey Lane	Clifford House, Ecclesall Road South NB: No cars parked on Little Common Lane, or the surrounding areas i.e. Abbey Lane
Cycle shelter	The "old" smokers shelter by the generator.	Current cycle shelter
Smoking shelter	Outside dining room conservatory	Current cycle shelter

13th March 2020 V1

Fob access will be amended over the next few days to reflect restricted areas, in the meantime please respect the boundaries of the bubble. In case of fire, please exit through your nearest fire door (barriers can be moved in emergencies). Movement between zones will be on an essential basis only and any staff doing so will need to follow a clear procedure (to follow).

To help us easily distinguish between zones, non-bubble staff will be given grey lanyards to wear, with bubble staff continuing to wear magenta unless directed otherwise.

New Annual Leave requests submitted between 16 March 2020 and 30 June 2020.

In the current circumstances, please be aware that any new requests for annual leave that relate to the period 16 March 2020 to 30 June 2020 may need further discussion with your line manager and HR prior to any approval being given. It might be necessary to extend this date range from time-to-time.

All managers have been asked to carefully consider each request for annual leave in light of their staffing requirements and the continuation of essential functions needed in your department. Therefore, your manager may wish to discuss your request with you in more detail before giving approval.

Voluntary postponement of Annual Leave which is due to be taken between 16 March 2020 and 30 June 2020

With the possibility of reduced staffing levels over the coming weeks, we are asking all staff if they would like to postpone any annual leave that has already been approved for the period 16 March 2020 to 30 June 2020. **This is not a requirement and will be subject to case-by-case approval by the HR department, but there is an option to do this with the following incentive:**

- Any approved voluntarily postponed annual leave will be given back on the basis of 1.5 days of leave for every day of leave postponed
- If it is not possible to take this postponed leave by the end of March 2021, a payment for the incentivised amount of leave will be made through payroll in April 2021. This does not change our obligation to you and that is to ensure that you take your allotted annual leave. Our policy relating to the provision and taking of annual leave still stands and is available on the intranet.

If you wish to take this voluntary action, please make this request directly to your line manager, and each request will be considered on an individual basis. Managers, will then liaise with HR so that this can be managed and recorded appropriately.

Thank you for considering this voluntary action.

Meeting Room bookings

Please review all your meeting room bookings for the next few weeks and ensure that any bookings not needed are cancelled. Please consider this in light of the areas you and the meeting attendees will be able to access as 'bubble' and 'non-bubble' staff.

Thank you.