**Principles for the initiation and prioritisation of alternate working locations**

As part of UniSA’s response to the COVID-19 pandemic, the following prioritisation schedule has been developed to support staff who may have a requirement to work from home or at an alternative location.

This prioritisation is based on the following principles:

1. The University is taking all necessary actions to limit the risk of transmission of COVID-19 among its staff, students and the University community.
2. The health and wellbeing of all staff and students is our highest priority, while also recognising the specific needs of those members of the University community who may be particularly vulnerable to the impact of contracting COVID-19.
3. The University is progressively moving its teaching and learning activities online to minimise the number of students on campus by maximising our online delivery capacity and capability. Staff engaged in the support of teaching and learning will remain on campus during this teaching transition and where their presence best supports staff and students during online delivery.
4. All essential services will be maintained, in some cases by staff either working from home or alternate locations to reduce the critical mass of people interacting on campus or to provide mechanisms for social distancing within work teams. Some essential services will require staff to remain on campus.
5. At all times, line managers and supervisors will enact appropriate social distancing and/or split team working arrangements in accordance with the University’s [social distancing protocol](https://www.unisa.edu.au/Media-Centre/Releases/2020/coronavirus-updates/unisa-social-distancing-protocol/).
6. Staff who do work from home will need to have a plan agreed by their line manager/supervisor, to ensure they have appropriately considered the infrastructure, digital access and WHS requirements necessary to effectively carry out their duties from home. It will be vital that staff can access tele or videoconferencing solutions to ensure they can connect with their students, colleagues, team members, direct reports and line managers and supervisors.
7. The University will ensure that staff are communicated with regularly, irrespective of their work location and that support for their ongoing development and personal wellbeing continues to be a priority.