Dear xxxxx

As you may be aware there has been intense discussions between UCU and [insert employer] over the last 2 weeks. Whilst it has since been agreed that attendance on site is voluntary I/we have concerns over elements of home working.

As part of those discussions UCU has set out a number of principles relating to the current extraordinary working arrangements. The underlying principles are:

\* understanding that “business as usual” does not apply during the crisis
\* recognising that any related changes to ways of working necessarily rely on the good will of all staff

\*acknowledging that a cooperative, collaborative and trust-based approach between managers and staff is required

\*addressing issues of isolation associated with online working and working from home and recognising they will affect all staff differently
\* facilitating a supportive and non-coercive approach to new ways of working in all circumstances
\* considering the needs of all staff in the implementation of any new processes and procedures, and making them subject to regular review and agreement between trade union representatives and management
\* prioritising staff health, safety and welfare

\*agreeing rapid escalation routes for the resolution of issues arising from changes to working methods between management and trade union representatives.
\* scheduling regular meetings, at least weekly, between management and unions to review the situation generally and agree appropriate responses to any problems/issues that arise.

Unfortunately I/we have been contacted by several UCU members at X who have expressed, what I believe, are legitimate concerns.
Namely:

[Delete/Add as appropriate]
1. Receiving excessive and out of hours communication
2. An expectation that they will be able to work their regular hours at home during this crisis
3. Equality in terms of the expectation on teaching vs none-teaching staff
4. Micromanaging

5. Expectation to work excessive hours

I am sharing these concerns in order to avoid any escalation which I, for one, am hoping to avoid.
Regardless of where staff are working, their H&S must still be paramount including their mental health. In my opinion we are not working from home, we are at home because of a crisis and trying to work. There is a difference.