



## **OPCC ATTENDANCE CALENDAR**

### 1. Introduction

- 1.1 A dedicated calendar has been created in MS Outlook to assist with managing the level of occupancy within the Office of the Police and Crime Commissioner (OPCC) during the COVID-19 pandemic, ensuring compliance with limits that have been set on the number of personnel that can occupy the main workspace areas. As the calendar provides attendee information, it will also be used to identify members of staff who might have come into contact with someone who is infected with the virus.
- 1.2 Occupancy limits correlate to the number of workstations and tables that can be safely accessed by colleagues i.e. that comply with social distancing requirements. As currently configured, there are a maximum of 10 workstations available within the Main Office and 6 tables in the Meeting Room. Whilst there is a single workstation in the PCC's Office, this may only be pre-booked when the PCC is not in attendance. The office also contains a large meeting table that can accommodate up to a maximum of 2 people.
- 1.3 Members of staff should discuss with their Line Manager whether it is essential for them to attend the OPCC in person. In the event that a member of staff is unable to book themselves into a workspace area on a particular day because it has reached its maximum capacity, it might be possible for the relevant Line Manager to secure a place through negotiation with other Line Managers, where appropriate.

### 2. Booking Procedure

- 2.1 The following procedure will enable you to pre-book an office workstation / table within one of the OPCC workspace areas:
- i. Contact your Line Manager and discuss whether it is essential for you to attend the OPCC on the day(s) in question.
  - ii. Select and open the 'OPCC Attendance' calendar from under 'My Calendars' in MS Outlook.
  - iii. Navigate to the relevant date in the calendar and click on 'Day' under the 'Home' menu. You will now be presented with individual appointment entries previously made by colleagues (if any). Each entry will provide the following information:
    - Name
    - Start/finish times
    - Workspace area



- iv. Check whether the relevant workspace area has already reached maximum capacity (see paragraph (1.2) above) for that day. If not, then click 'New Appointment' under the 'Home' menu, which will open-up a new appointment window. Complete the fields as follows:
    - In the 'Title' field, type in your name
    - Adjust the 'Start Time' and 'End Time' as necessary
    - In the 'Location' field, type in the name of the workspace area e.g. 'Main Office', 'Meeting Room' or 'PCC Office'
  - v. If this is to be a reoccurring appointment, click on 'Recurrence' to open the appointment recurrence dialogue window. Set the pattern and range of recurrence. When complete, click 'OK' to return to the appointment window.
  - vi. Click the 'Save & Close' button.
- 2.2 If you find that you are unable to attend the OPCC having previously booked a workspace area, you should ensure that your booking is cancelled at the earliest opportunity.