

To the President's coordination group, Head of schools and HR managers,

## Workplace meeting (APT) before returning to work on campus

Managers can prepare their teams for returning to work on campus. The HR department / GVS has produced supporting material for managers and teams to use. You as a manager have the opportunity to carry out the exercise together with the team in a workplace meeting, APT. The measures to facilitate return to working on campus have been discussed in the President's coordination group (Rektors samordningsgrupp) 2021-03-31, in the Central Joint Consultative Group 2021-04-08 and during March and April 2021 by the schools' HR managers together with the Director of Personnel in the HR management group.

### Objective

Facilitate the return to campus-based work.  
Prepare teams for the return to campus-based work.

This is what we want to achieve through the developed digital workplace meeting:

- Give everyone the opportunity to have their voice heard and create participation in the matter.
- Create proposals for management to reflect on.
- Reflect on what is good for the individual and what is good for KTH. Does this align?
- Take advantage of good experiences.
- One KTH - the same management throughout the university.
- Positive effect on the work climate.

### Purpose

- To work in accordance with the collaboration agreement's intentions with the workplace meetings.
- To collaborate on matters at different levels regarding the return to campus-based work

### Method

Digital APT in two versions. You choose one version to complete.

- Version 1: Performed using the digital systems Zoom and Mentimeter (<https://www.mentimeter.com/>), requires no preparation for the participants. Takes approximately 45 minutes for a team with 10-15 people.
- Version 2: Performed in zoom, requires about 5 minutes of individual preparation. Takes approximately 1 hour to complete for a team with 10-15 people.
- Dialogue, reflection, documenting according to the template (the team jointly develops proposals for activities).
- The manager appoints a moderator in advance (can be the manager themselves or someone else).
- Suggestions for activities are sorted. Some proposals are processed within the team and the division, others are directed to the school's joint consultative group. The school's joint consultative group can direct important issues to the central joint consultative group.
- Version 1 or 2 will be implemented at a workplace meeting no later than May 14<sup>th</sup>.
- Protocol of carrying out the APT must be submitted to HR at the school that compiles it, with the purpose of collecting information on how many employees have participated in an APT. The HR manager reports the task to the HR Department / GVS.
- For questions about carrying out the two different versions of the APT, you can turn to [Mikael Visén](#) or [Simon Årnäck](#) at the HR Department / GVS.
- The parties (The Employer and the Unions) are positive towards assessing various proposals to facilitate the return, and to facilitate future work, for financing through joint funds.

## Communication plan

Templates and instructions are available on the intranet:

<https://intra.kth.se/en/anstallning/arbetsmiljo/digital-arbetsplatstraff>.

HR managers are given the task to inform about the possibility of a digital workplace meeting to facilitate the return to campus-based work in the school's management group and joint consultative group.

The information is presented on the intranet's front page and in the schools' newsletters on Thursday 22 April.

## Feedback schedule

The schools collaborate in May and report to the central joint consultative group (CSG) no later than May 28. CSG will consider potential questions and proposals at the regular meeting on June 3. The school's joint consultative group is responsible for notifying CSG if anything is to be raised there.

The HR manager provides Mikael Visén (PA / GVS) with information on the number of completed APTs, which version, and the number of employees (form available) who participated no later than May 31.

You can also conduct the digital workplace meeting outside of this schedule. The team's results and questions are then handled outside the framework of the spring semester's plan for the central joint consultative group's (CSG) work.

## Other

This exercise is still valuable if the Public Health Agency of Sweden, Smittskydd Stockholm and/or the Government come to the conclusion that those who are able should continue to work from home in the autumn / winter. Through the exercise, you get material about e.g. expectations, suggestions for improvements, requests for changes, some of which can be worked on in a concrete way and others may need to be handled through continued dialogue about expectations or otherwise.

## Complementary activities partially to provide a good working environment in the spring 2021 and partly to facilitate returning to work on campus

- Active Together (all employees are invited to join competing teams and digitally register their physical activity. Through Active Together, the employer can stimulate "walk and talk", walks with phone calls between colleagues). Financed through joint funds (The Employer and the Unions).
- Pausit, extension of contract (encourages taking breaks and moving around during computer work). Financed through joint funds (The Employer and the Unions).
- Questions and answers regarding the return are published on the intranet (Compare to the COVID-19 info page, support for managers and employees. The schools' HR managers and the HR Department writes the answers to questions).
- Question time regarding the return at the end of August, or another month depending on directives (digital, questions are received in advance).
- Group development activities (occupational health care Avonova, Starck & Partner, Sustainable working life "Hållbart arbetsliv" through Partsrådet).
- Individual efforts and what can be done to support those who have isolated themselves? (Managers and HR managers identify whether there are employees who are so worried about returning to campus-based work that the anxiety itself constitutes an obstacle to the ability to work).
- Life and career planning (at individual level, via external supplier). Financed through joint funds (The Employer and the Unions).
- Stress management program at the individual level. Implemented in digital form. More information to follow. Financed through joint funds (The Employer and the Unions).