

Plan of action(s) - Corona Mini-APV

Department	Department of Health Science and Technology
For APV-året:	Spring 2020 - will be effective until new plan of action will be made (spring 2021)
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Sent to AMS (date):	30 June 2020
Tilgængelig for afd. viaPlan of action available at :	Intranet, mail, and an overview will be presented at HST staff meeting 29 June 2020

No	Status	Focus area	Action/activity	Time schedule	Responsible
1	Finished	Setting up a workspace at home using available equipment (in connection with non-compulsory working from home/teleworking)	Identification of the volume of the need for borrowing equipment for a workspace at home	July/August	AMiU, leaders, and HST management
	Finished		Purchase of the needed equipment for workspaces at home	August/September	
2	In process	Work-life balance – TAP: Can working hours be arranged more flexible? The analysis will be based on the experience gained during physical lock down due to Corona. The level of task performance and service must be kept and sufficient physical presence ensured in order to maintain cohesion with other teams, units, tasks of the department. The aim is to increase work motivation, job satisfaction and efficiency.	Based on work-related, personal and social experiences gained during physical lock down, administrative leaders will explore opportunities for organizing a more flexible working time (including working from home) – this to an extent matching the individual employee's tasks and responsibilities at the department.	Fall 2020. This work will continue due to partly physical lock-down of AAU in december 2020 and jan/feb 2021	Administrative leaders, HST management and AMiU
3	In process	Work-life balance – education and research for VIP	Identification and adaptation of teaching formats, quantity and location as well as identification and adaptation of research activities – all of this in accordance with official announcements from AAU.	Fall 2020. This work will continue due to partly physical lock-down of AAU in december 2020 and jan/feb 2021	HST management, relevant leaders, and relevant HST committees
4	Finished	Ensuring continuation of the dialogue in the various teams and groups: Follow-up on individual plans of action from each research group and each administrative team.	A plan for dialogue within the individual groups must be made - this in order to ensure that the topics, which the individual group leaders have reported from their APV meetings, will be discussed. The meeting forum for this follow-up will be team leader meetings for the administration and HST Research Advisory Committee meetings for the research groups.	Fall 2020 - from medio August	Administrative ledere, forskningsgruppeledere og HST ledelse (evt. AMiU) Administrative leaders, research group leaders and HST Management (AMiU when relevant)
5	Finished	Ensure that HST will, continuously, have the necessary protective equipment and that we maintain our health principles and comply with regulations in connection with research, in all types of teaching, in offices, in meeting rooms, common rooms, etc.	Acquisition of protective equipment, continuous updating of local guidelines and instruction of employees. Encourage all employees to act in accordance with health principles.	This is performed as long as it is required	AMiU, HST management - and all employees of HST