Returning to Campus Life – answering your questions

Is there a limit on the number of students we can allow on campus at any one time?

Maximum capacity at our campuses has been calculated based on various parameters, including two metre distancing and toilet capacities. These maximum capacities have influenced the timetabling of classes and are also why we are still asking all staff to continue to work from home if they can. We'll be monitoring campus footfall and flow through a combination of visual observation of pinch points, our timetable, and various booking systems including Resource Booker and Click & Collect, as well as through the new iNapier QR code scanner, and will assess whether we need to reduce some services, such as catering, in order to prioritise footfall towards timetabled classes and booked study space.

Are Professional Services offices cleaned to the same high standard as labs/PCs labs, or are we expected to wipe down our surfaces/PCs, screens etc?

Professional Services offices will be regularly cleaned to Covid-19 approved guidelines. Individual work spaces should be wiped down by the occupant with the wipes for desks and computer provided in each office.

What happens if I am scheduled to teach a class on campus but have symptoms - if I am feeling fine and would be able to take the class online?

If you, or anyone in your household has Covid-19 symptoms, please self-isolate and arrange to get a test via www.NHSinform.scot. If you are feeling well enough to teach and you are able to notify your students of a change in format/venue in good time, and in conjunction with the module/programme leader judge that this would be preferable to, or more feasible than, having someone else stand-in for you in a face-to face setting, then there is nothing to stop you from arranging this.

If an ill student is later confirmed as being Covid-19 positive, does the whole class and the tutor need to self-isolate for 14 days?

We will be advised by our local Health Protection Team (HPT), as part of the Test and Protect system, what guidance to follow if a student who has attended a class subsequently tests positive for Covid-19. The HPT will first identify close contacts from speaking to the student, but as a University we will also be asked to provide relevant information such as attendance lists for classes the student attended on what days and who else was present in certain study spaces etc. We have access to various layers of information through the timetabling system, student check in/attendance process, Resource Booker, Click & Collect systems and staff rotas, as well as the iNapier scanning system, that we can make available to the HPT depending on what they require. The advice and guidance provided by the HPT will be dependent on the individual case. Provided staff and students stick to 2 metre social distancing in classrooms, they will not be classed as a close contact from a Test & Protect perspective.

What will happen if we have an outbreak? For example, similar to those experienced in some American campuses.

We have an Emergency Response Plan, which is published on our H&S intranet page, which outlines the process we will follow in the event of an outbreak. We will continue to review and update this plan in conjunction with guidance from the Scottish Government and NHS Lothian Health Protection Teams. We are also in regular contact with the other universities in Edinburgh, Police Scotland and the City of Edinburgh Council to ensure we coordinate actions and communications in the event of a local lock down.

Will support workers who have been given associate staff status need to download the iNapier App onto their phones and scan the QR code before entering the campus?
Yes – all colleagues accessing the campus will need to use the iNapier app to scan in. Associate staff can use their Napier log-in details to log in to the app, once they have downloaded it.

We are seeing localised lockdowns in various parts of the UK. What will happen if we face a localised Edinburgh lockdown, what are the University plans to deal with a local lockdown?
We are developing an Emergency Response Plan, which outlines the process we will follow in the event that we are required to reduce activities on campus or close buildings as a result of an outbreak or national/local lockdown requirements. We are also in regular contact with the other universities in Edinburgh, Police Scotland and the City of Edinburgh Council to ensure we coordinate actions and communications in the event of a local lock down. The Plan will be published on our H&S intranet page once finalised.

What is the policy/guidance for staff who are currently working remotely full time and would like to work from another location for a period of time, for example, away from their usual home or even abroad?
This would very much be dependant of the individual's role type as some roles may be required back on campus at short notice, especially academic roles that may be carrying out teaching, or student-facing professional service roles. Several aspects would need to be considered, including whether there are any lock down restrictions that may impact someone returning home, or if upon return individuals need to quarantine or self-isolate for a period before returning to campus. Infrastructure to carry out your role would also need to be considered such as whether you have the right equipment and whether you have sufficient broadband speed.

With regards to working abroad, there are several complex tax and employment law implications when someone employed by a UK based company carries out work outside of the UK. Each individual country has their own specific legislation so each request would need to be reviewed on an individual basis.

If you want to go on campus to your own office, you should just inform your manager, no need to use Building Access app anymore or the new Resource Booker app. You would scan the QR code on arrival. Is this correct?
That is correct. Make sure you follow guidance around the use of multiple occupancy offices on our H&S pages if you share an office within anyone else who is going to be working on-campus on the same day.

What if staff have problems with their (work) laptops? I've had internet problems since a recent update, and IS said they couldn't help beyond sending a link with a suggested fix. That didn't work, so I've been advised I need a new laptop.
If IS have advised the need for a new work laptop due to a suggested fix not working, this should be procured through the normal route. If someone wants to escalate an issue, our Head of Customer Services is Sally Jorjani.

What about when staff come in at the weekends? What do they do then?
Standard out of hours and lone working policies apply – so alert security as to your presence on campus when entering and exiting so that they are aware from a fire safety perspective and can also inform cleaning staff of rooms being used. These records of attendance will also be used in the event of a Test and Protect scenario, although are less likely to be required given the significantly reduced footfall on campuses out of hours.

How do staff access the fund for work from home equipment?
Full details can be found here.

What exactly is the iNapier app? When I search for iNapier in the android app store I only find one called Edinburgh Napier University, currently showing as last updated March 2019?
The 'Edinburgh Napier University' app listed is the iNapier app and has now been updated. You must use the iNapier app for scanning in rather than any other QR code reader otherwise we will not have a record of your attendance. You will also need to log in and out of the iNapier app if you already have it installed in order for the scan-in tile to work. Please see recent communications about this process.

If there are any problems with the app, credentials or QR code, what should we do if we are scheduled by our line manager to go on campus. Would I be allowed in?
Yes, you can attend as normal. Let your line manager know you are on campus on arrival and that you have left campus when leaving.

Is it possible to work from another location other than your home while we aren't working on campus?
You should in the first instance discuss your specific request with your line manager. We are trying to minimise footfall on all campuses, so where possible if people are not required on campus to carry out their role the preference would be to continue working from home, as per government guidance. If you are required on a different campus or have specific reasons for wanting to work from a different campus then all guidance around social distancing, face coverings and multi-use rooms should be followed. Hot desking spaces can be booked via the Resource Booker app and you should also ensure you complete the Health & Safety Moodle training, which is required before accessing any campus. If you are looking at working from other types of buildings such as cafés etc, always keep in mind the confidential nature of the work you may be carrying out and whether or not the workspace is suitable for this.