**Returning to Campus Life**

**Employee FAQ’s**

The University has planned a safe, organised and phased return to some on-campus activity commencing at the start of the 2020/21 academic year. The safety, physical and mental health and wellbeing of all our staff and students is of paramount importance and is the first consideration when returning to working on campus. We acknowledge that the impact of working from home or returning to working on campus will be different for different people.

We are following Scottish Government and Public Health Scotland guidance regarding safe practices to protect the University, its staff and our students. It is essential that all staff and students follow the health and safety guidance that is issued and displayed throughout University buildings. All staff have a duty to protect their own health and safety, as well as that of their colleagues. The University will continually review this position, and respond to any changes to Scottish Government and Public Health Scotland guidance accordingly.

|  |
| --- |
| Latest Medical information |
| **Where can I get the latest medical information and advice?** | * [**Health Protection Scotland**](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/)
* [**Public Health England**](https://www.gov.uk/coronavirus)
* [**NHS Inform**](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)
* [**World Health Organisation (WHO)**](https://www.who.int/)
 |
| Preparing to return |
| **What has been done to make the University safe?****\*\*Updated 09/09/20\*\*** | Prior to reopening, all work areas or labs that were closed due to lockdown have been checked and assessed before staff can return, e.g. ventilation systems have been checked, maintenance checks have been carried out, deep cleans arranged and increasing ventilation by opening windows. Detailed Covid-19 risk assessments have been carried out to ensure the safety of the workplace. These have been completed in line with the Health and Safety Executive (HSE) guidance and in conjunction with the Health and Safety team. The assessments have considered government guidelines on physical distancing, face coverings and hygiene practices and as a result measures and procedures have been put in place to keep staff and students safe. These include setting up the workplace in such a way so as to reduce the spread of Covid-19 and identifying specific ways of working or protective equipment needed for certain areas of activities. Staff occupancy density in buildings will be restricted according to agreed health and safety requirements. All campus buildings will have a one-way system in place for all areas. The provision of hand sanitisers will be increased and available throughout each campus and at entrance and exit points. Floor markings and signage has been put in place throughout the campus buildings and signage will be reviewed/replaced on a regular basis.  |
| **When should I return to the campus to work?****\*\*Updated 09/09/20\*\*** | This is an evolving situation and advice will continue to be updated based on government advice. If you can work from home effectively, you should continue to do that until you are asked to return to campus. If your work activity is essential and cannot operate from home, or a physical presence is required on campus for teaching purposes, or to deliver a campus service for students and/or staff, you may be required to return to campus, for either part or all of your working week. Your manager will discuss this with you and if you have any concerns, you should raise these with them.  |
| **What information will I receive before I return to campus?****\*\*Updated 09/09/20\*\*** | Regular email updates are being issued from Staff Communications regarding return to campus life and you should familiarise yourself with these before returning to campus. These will inform you of the new University-wide procedures for arrival and leaving campus, and new campus-wide working arrangements to keep staff and students safe. Your manager will provide you with information about any changes that are being made locally and what this might mean for where, and how you work. Your manager will discuss any planned adjustments to your workspace, new ways of working and health and safety procedures that will be in place when you return. They will share any new and revised policies and procedures with you and you will be asked to complete any outstanding mandatory online training before you return. Remember, if you are coming on campus, you need to read the latest health and safety documentation and complete the mandatory Return to Campus Health & Safety Guidance (Staff) training course on Moodle:* Overarching University Covid-19 Return to Work Risk Assessment
* Covid-19 Return to Work Health and Safety Guidance
* Employee safe return to campus checklist

You can access these documents from the [Health & Safety intranet page](https://edinburghnapieruniversity.newsweaver.com/4irwbtgywc/1byho0sxmfy1jrkwpx5g6e/external?email=true&a=5&p=1933279&t=112125) |
| **Will I receive training on new Health and Safety procedures?****\*\*Updated 09/09/20\*\*** | You are required to complete the University’s mandatory Return to Campus Health & Safety Guidance (Staff) training course on Moodle which you can access [here](https://edinburghnapieruniversity.newsweaver.com/4irwbtgywc/h8ssw4qeelu1jrkwpx5g6e/external?email=true&a=5&p=1933279&t=112125). This explains how to maintain a safe environment, health and safety procedures to follow and information about safe working practices.  |
| **Will my normal working practices be the same?** | In order to maintain safe working practices and the required physical distancing on campus, it may be necessary to make some changes to your normal working practices as part of the risk assessment process. For example, you may be asked to work part of the time on campus and part of the time at home. Some staff may be asked to work different work patterns, for example if they share an office. It may be necessary to balance shifts across a team to take into account of individual requirements. Your manager will discuss any changes with you in advance and consider any concerns that you may have. |
| **Will my working hours be the same?** | Your working hours should remain the same unless agreed otherwise with your line manager.  |
| **Can I do a combination of home working and campus-based work?** | Different colleagues will return at different times, and it is highly likely that returns to campus will be staggered over a number of months with people working both on campus and at home for periods of time. It is also likely that there will be rota systems in place for people to work on campus. We will continue to monitor the guidance and will provide updates to all colleagues as often as appropriate. |
| **I can work from home effectively, but I would like to return to campus. Am I able to do that?** | We understand that many staff are keen to return to campus for a range of reasons, however whilst government guidance states that wherever possible employees must continue to work from home, you should continue to do so if you have not be asked to return to campus. In order to maintain a safe working environment, it is vital that the number of staff on site is carefully controlled and that staff only attend work if they have been asked to do so. We will continue to review the guidance and respond to any changes accordingly.Exceptionally, there may be circumstances due to your wellbeing or personal household conditions whereby a return to campus may be considered. The relevant SLT member must approve this.  |
| **I work in a front-facing role, what measures are being put in place to protect me?** | Visible social distancing measures are being implemented across the campus. For example, in some areas temporary barriers will prevent people coming too close to desks. It may be appropriate for Perspex shielding to be put in place. Entry to high traffic areas will be regulated to keep the numbers of people in the space as low as possible. Appropriate queueing arrangements will be clearly laid out within these areas to ensure social distancing.  |
| **I work in a multi-occupancy office space and it may be difficult to socially distance, What should I do?****\*\*Updated 04/09/20\*\*** | You should continue to work from home if you can, however if you are required to return to campus you should ensure that you have discussed completing a risk assessment with your manager to help determine the suitable and safe use of the office space. The Health and Safety team have created guidance to help determine the safe and appropriate use of office space and this can be found on the [Health & Safety Intranet page](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx?utm_source=staff.napier.ac.uk&utm_medium=redirect&utm_campaign=has). |
| Returning to campus |
| **How do I ensure that I keep safe when I return to campus?** | You should ensure that you familiarise yourself with, and follow all of the health and safety guidance that has been issued to you and that is displayed in the University buildings. You should also continue to follow the current NHS advice to maintain good hand, respiratory and personal hygiene:* Frequently clean your hands, for at least 20 seconds using soap and water or an alcohol-based hand sanitizer.
* When coughing or sneezing, cover your mouth and nose with a tissue, throw it in the bin and then immediately wash your hands.
 |
| **How will the number of people on campus be monitored?****\*\*Updated 05/10/20\*\*** | You should only be coming on campus if scheduled to – for example, for to teach or to deliver a campus service. All other visits should be by exception only. These arrangements will ensure that footfall continues to be kept to a minimum.The University’s new scan-in system using iNapier and a QR code is now active. |
| **What changes have been made to kitchen areas?**  | Communal kitchens will be restricted to one person at a time. It is recommended that everyone washes their hands thoroughly when they enter a kitchen area. It is also recommended that you bring in and use your own cutlery/crockery, rather than using shared items from the kitchen. It is important that everyone cleans up and removes all cups/plates/cutlery immediately after use and maintains cleanliness of the area. Cleaning materials will be available for wiping down and cleaning surfaces and all materials should be disposed of in the bin provided.Tea and food preparation areas must be ‘one in, one out’ and all touch points cleaned down using the cleaning fluid/towel or wipes provided. All materials should be disposed of in the bin provided. |
| **What changes have been made to toilets?****\*\*Updated 09/09/20\*\*** | Hand sanitisers will be placed outside toilet areas. Multi-occupancy toilets will change to a ‘one in, one out’ system with one cubicle available for each toilet. Face coverings must be worn.Urinals will be removed from use.  |
| **How regularly will the campus be cleaned?****\*\*Updated 09/09/20\*\*** | The cleaning team will provide increased cleaning regimes focusing on the common and other high volume/high touch points throughout the estate. To aid the cleaning process a clear desk policy will apply in all workspaces. Hand sanitisers will be placed on stands or wall mounted at the entrances to the buildings and in all common spaces and key points around the buildings. These will form the first point of hygiene control in each building. Stocks of sanitiser gels will be maintained by the cleaning teams.Sanitising wipes will be available across work areas with the occupants taking responsibility to use and dispose of the wipes as directed.  |
| **What catering facilities will be available?****\*\*Updated 09/09/20\*\*** | We have introduced a new Click and Collect system to ensure social distancing around our busy catering areas making it easy for staff and students to order food and drinks when it’s convenient for them.Further information is available [here](https://my.napier.ac.uk/Campus-Services/Food/Pages/Click-and-Collect.aspx).Our smaller cafes, including Starbucks, will be open for walk-in purchases with social distancing. |
| **Will staff be expected to wear face covering on campus?** **\*\*updated 05/10/20/20\*\*** | You must wear a face covering when entering campus buildings, keeping them on at all times when moving around, including in libraries, toilets and in communal spaces. Once in teaching rooms, face coverings may be removed providing everyone is seated and remaining at 2m distancing. Face coverings will be available at collection points on each campus should you forget to bring one. You’ll find information regarding exemptions and answers to other frequently asked questions [here](https://edinburghnapieruniversity.newsweaver.com/4irwbtgywc/1w5pkn7d5e1168izr9qjhi/external?email=true&a=5&p=1887349&t=112125). |
| **Will the University supply face coverings?****\*\*Updated 28/08/20\*\*** | People should bring and use their own face covering, however if someone forgets to bring one they will be able to access face coverings from collection points on each campus.Front-facing staff also have the option to collect a starter pack of washable face coverings if they would like to use them. |
| Vulnerable Groups |
| **I am considered to be in a vulnerable group. What should I do?****\*\*Updated 09/09/20\*\*** | If you are at extremely high risk (and were previously asked to shield) or higher risk to severe illness from Covid-19 and in one of the vulnerable group categories, you should you should inform your manager. More details on the above categories can be found at [NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice). If you can work from home you should continue to do so. If your role is deemed to be essential and you are required back on campus for teaching purposes, or to deliver a campus service for students and/or staff, you will not be asked to return until the required physical distancing measures are put in place to support your safe return to work. In this situation you should discuss returning to work with your GP/clinician and complete the Covid-19 Staff Assessment Form to review any individual concerns that you may have and identify if any additional control measures are required.If your role is not required back on campus and you are unable to do your normal duties at home, then it may be reasonable and appropriate for your manager to ask you to undertake alternative suitable duties, with appropriate direction, support, training, equipment and physical distancing measures in place. In this situation, an individual risk assessment would be required to determine if this is the case.We would ask both managers and staff to be supportive, flexible and creative in their approach to finding solutions in the current circumstances.  |
| **I live with someone who is in a vulnerable group. What should I do?** | If you live with someone in the extremely high risk or higher risk category we recognise that you may be concerned about returning to working on campus. Staff in these circumstances, if not required back on campus, should continue to work from home where this is possible.If you are unable to do your normal duties from home or your role is deemed essential and you are required to return to campus for teaching purposes, or to deliver a campus service for students and/or staff, you should raise any concerns with your manager. Your manager will review the relevant risk assessment and working practices for your area to ascertain whether it offers sufficient opportunity for physical distancing and reassurance for you. Once these adjustments have been put in place you would be expected to return to work. |
| **What about staff with specific needs or who are in a higher risk group?** | Consideration will be given to any additional risk factors that may need to be taken into account for staff with specific needs, such as a disability (which may involve underlying health concerns or access difficulties) or for BAME staff with underlying health conditions (who the government have advised are statistically in a higher risk group for Covid-19).Staff should discuss specific needs with their manager and an individual risk assessment should be completed. |
| Caring responsibilities |
|  |
| **I have caring responsibilities, can I continue to work from home?****\*\*Updated 09/09/20\*\*** | The University recognised that the closure of schools and nurseries and potential difficulties accessing normal childcare arrangements (such as grandparents, childminders) presented many challenges for staff. We appreciate the efforts that people went to in order to continue to fulfil their role while balancing other caring responsibilities and were pleased to be able to support and facilitate alternative working arrangements that allowed staff to do this. Now that schools and nurseries have fully reopened, it is anticipated that most staff will be able to return to their normal contracted hours. We recognise that there may continue to be exceptions to schooling arrangements and that additional flexibility may be required, for example working normal hours over an extended period. You should talk to your manager if this applies to you. If you are required to return to campus and have concerns about caring responsibilities, you should raise these with your manager so that potential alternatives can be discussed. These may include different working patterns, working days/hours, potential amendment of duties to another role or consideration whether some aspects of the role could be re-prioritised.If you still have concerns, the following options are available which may help you manage during the current circumstances:* **Annual Leave** – You can request a period of annual leave or weekly set days of annual leave.
* **Extended Unpaid Leave** – You can request a period of unpaid leave of one week to 12 months’. Any period of leave would need to be agreed by your manager and signed off by your Dean or Director to ensure operational needs can be covered in your absence.
* **Temporary Reduction in Hours** – You can request a temporary reduction in your working hours for a minimum of one month and up to a maximum of 12 months. Working hours can be reduced by any amount, resulting in a corresponding reduction in salary. A reduction in hours may help to support a better work/life balance, give you greater flexibility, or help with responsibilities at home.
 |
| **What if my childcare provider, or my child’s school, has to temporarily close due to a Covid-19 outbreak?****\*\*New 09/09/20\*\*** | If your childcare arrangements become temporarily unavailable, speak with your manager about the best way to manage this. If it is an emergency situation, the most appropriate leave provision would be [Dependents Leave](https://staff.napier.ac.uk/services/hr/Documents/Policies/TimeOffForDependants%20August%202015.doc) to enable you to make alternative childcare arrangements, where this is feasible. In most cases, it is expected that Dependent Leave will be a maximum of up to 2 days paid leave in any one year.Alternatively it may be appropriate to take a period of annual leave, unpaid leave or make up hours in the evening or at weekends during this temporary period. |

|  |
| --- |
| Covid-19 Symptoms |
| I don’t feel well. Should I stay away from campus?\*\*Updated 09/09/20\*\* | If you have either a high temperature or fever and/or new continuous cough (coughing for longer than an hour, or three or more episodes in 24 hours) or a loss of/change in sense of taste or smell (the main symptoms of Covid-19), it is essential that you do not attend work and self-isolate. If you live with someone who displays these symptoms, you should also stay at home and self-isolate in accordance with current [NHS guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection)You should contact the [Test and Protect](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-testing) service to arrange to have a test to see if you have Covid-19. If you are not displaying Covid-19 symptoms you should not arrange to get a Covid-19 test. The test is only reliable if you have coronavirus symptoms. You should get tested in the first 3 days of symptoms appearing, although testing is effective until day 5. Please forward a copy of the results to the HR team at humanrsources@napier.ac.uk. You should follow [NHS guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection) and stay at home until it is safe for you to return to work. You should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward a copy to the HR team at humanrsources@napier.ac.uk. You should not come into work before your period of isolation is complete, in any circumstances. The normal University’s Attendance Management Policy should be followed if you are unable to work due to sickness absence. This includes informing your manager of your absence at the earliest opportunity and informing them of the results of any Covid-19 test that you have.  |
| I don’t feel well whilst on campus, what should I do? | If you are displaying Covid-19 symptoms (new, continuous cough, fever or loss of, or change in, sense of smell or taste) you should go home immediately and, if possible, wear a face covering on route and avoid public transport. You should contact the [Test and Protect](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-testing) service to arrange to have a test to see if you have Covid-19. Please forward a copy of the results to the HR team at humanrsources@napier.ac.uk. You should follow [NHS guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection) and stay at home until it is safe for you to return to work. You should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward a copy to the HR team at humanrsources@napier.ac.uk. You should not come into work before your period of isolation is complete, in any circumstances. The normal University’s Attendance Management Policy should be followed if you are unable to work due to sickness absence. This includes informing your manager of your absence at the earliest opportunity and informing them of the results of any Covid-19 test that you have. |
| Transport |
| I don’t want to travel on public transport, but have no other options, what should I do?  | You should discuss your travel arrangements with your manager and share any concerns or anxieties that you may have regarding these arrangements. You may wish to consider alternative options such as cycling or walking to campus, or working from your nearest campus. Additional bike racks and staff lockers will be available on campus. The University operates a salary sacrifice bike to work scheme which may be of interest to some staff. More information on this staff benefit can be accessed at [Bike to Work](https://staff.napier.ac.uk/services/hr/workingattheUniversity/benefits/Pages/Bike-To--Work.aspx)If your only option is to use public transport, consideration can be given to altering your working times or patterns to better work within limited public transport timetables, or so you can travel on public transport at a quieter time.  |
| What extra precautions should I take if I have to take public transport? | You should follow the [government guidance](https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/) on safely accessing public transport through good hand hygiene, respective physical distancing, using face coverings and avoiding busy times.  |
| I am unable to walk cycle or drive to work, should I use public transport? | You can use public transport if you have no other means of getting to work. If you are using public transport, as above, please follow [government guidance](https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/) and take all reasonable precautions. If your only option is to use public transport, consideration can be given to altering your working times or patterns to better work within limited public transport timetables, or so you can travel on public transport at a quieter time. |
| Can I park in the campus car parks without a parking permit?\*\*Updated 09/09/20\*\* | Whilst there continues to be a very limited number of people working on campus, staff can park in the Sighthill and Craiglockhart car parks without the requirement to hold a valid parking permit. A valid parking permit will be required to park in Merchiston, but there will be no charge for this.It is important to note, that if staff are travelling to work by car, they must not car-share with anyone outside their own household. |
| Test and Protect |
| I have been contacted by the Test and Protect scheme and have been asked to self-isolate, what do I need to do?\*\*Updated 09/09/20\*\* | [NHS Scotland's Test and Protect](https://www.nhsinform.scot/campaigns/test-and-protect) works by identifying who has Covid-19 and who they have had close, recent contact with to break chains of infection and stop the spread. The NHS will test people who have symptoms, trace people who they have had close, recent contact with, let those people know they may be at risk, request them to self-isolate and offer a test if appropriate. If you have are requested to self-isolate because NHS Test and Select have told you that you have had close contact with someone who has Covid-19, you should stay at home. You should contact your manager to inform them of the situation. You should work from home if you are well, and able to do so. You should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward a copy to the HR team at humanrsources@napier.ac.uk. You should not come into work before your period of isolation is complete, in any circumstances. Further information on when and how to self-isolate is available on the [NHS Scotland website](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection). |
| Do I require an Isolation note if I have to self-isolate?\*\*Updated 09/09/20\*\* | Yes, if you are required to self-isolate you request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward a copy to the HR team at humanrsources@napier.ac.uk.  |
| Travel |
| I plan to travel abroad but will need to quarantine on my return to the UK. Can I work from home?  | The latest information on travel can be found on the [UK Government website](https://www.gov.uk/uk-border-control). Information specific to Scotland can be found on the [Scottish Government website](https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/).  Careful consideration should be given prior to making any travel plans. Whether you can work from home or not, will be dependent upon your role and the requirements to be on campus. You should let your manager know your plans in advance. If you choose to travel and are required to self-isolate for 14 days when you return, you should continue to work from home where this is possible. If you are unable to carry out your role from home or you are required back on campus, then you will be required to cover this time off work by taking annual leave, unpaid leave or a combination of these. |
| Can I go abroad on holiday? | Please refer to answer above. |
| Will a quarantine period on return from a holiday abroad be counted as annual leave? | Please refer to answer above. |
| Support |
| I feel too anxious to return to campus, what are my options?\*\*Updated 09/09/20\*\* | It is important to remember that the campus is very safe. The risk comes with large numbers of people returning to campus which is why we are managing this process extremely carefully. It is understandable to feel apprehensive about returning to work at this stage, but you can be assured that a huge amount of work has taken place to ensure that appropriate arrangements are in place before people return to campus. The overarching University Covid-19 Return to Work risk assessment is available for all employees to access via the Health & Safety intranet page.You should speak with your manager about any specific concerns as they will be able to reassure and support you. It may be appropriate to seek a referral to the University’s Occupational Health Service to establish if there are any further reasonable measures that could be put in place to support your return. The University is working closely with the trade unions on these arrangements, so you can also seek advice from a trade union representative. |
| What support is available? | * All the University’s resources and support can be found at [Mental Health and Wellbeing](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/MentalHealthandWellbeing.aspx)
	+ University support groups are also available to staff: [Carers Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/Carers-Network.aspx), [Women's Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/Women%27s-Network.aspx) and [LGBT+ Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/LGBTNetwork/Pages/LGBTNetworkHome.aspx)
	+ [Mental Health Champion Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Mental-Health-Champion-Network.aspx) - this a network of staff who have undertaken the Scottish Mental Health First Aid at Work course and have identified themselves as someone who is willing to speak to a member of staff in a crisis, to listen and to signpost them to the right support they require. There are named individuals for each campus and the list is on the Health and Wellbeing page.
	+ The Health and Wellbeing Workplace Community and details of many [External Resources](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/External-Resources.aspx)
 |
| I have concerns about health and safety practices, what should I do? | If you have any concerns about any aspect of health and safety or the conduct of others in relation to the application of health and safety measures, you should raise these immediately with your manager. The Health and Safety and HR teams are available for advice.  |
|  |