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# **Return to Campus Life**

# **Manager Checklist**

Returning to campus is going to be a different experience for all members of staff. To assist and help with the safe return to campus life, the Health & Safety Office, and the HR Team, in conjunction with the trade unions, have produced this checklist for managers.

We ask that you complete this checklist when you have staff returning to campus. You can discuss all the practical information as a team, and this will ensure that everyone has all the necessary information to return safely. It is also important that you have a 1:1 conversation with each member of your team to ensure that they receive appropriate individual support.

Please record any actions and retain your completed checklist(s).

If you have any questions, please contact the [Health & Safety Office](mailto:safetyoffice@napier.ac.uk) or [HR Team](mailto:humanresources@napier.ac.uk)

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| **1** | **Support for you** | **√** |
| a | Please read [Return to Campus Life - Guidance for Managers](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/Return%20to%20Campus%20Life%20-%20Guidance%20for%20Managers%2013%20September%202021.docx) |  |
| b | Please complete the mandatory [Return to Campus H&S Guidance (Staff) training course](https://edinburghnapieruniversity.newsweaver.com/4irwbtgywc/bs0jpwwb4lc1tteebgfu1p/external?email=true&a=5&p=1923336&t=112125) |  |
| c | You are invited to join a 1-hour **RCL – Manager briefing session** (booking via HR Connect) |  |
| d | Please review the latest information - [Return to Campus Life webpage](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Campus-Life.aspx) and [H&S website](https://staff.napier.ac.uk/has) |  |
| **2** | **Preparing for the safe return to campus** | **√** |
| a | Agree with your manager the work activities required to be carried out on campus, the roles that should return and when, and the workspace that is required. |  |
| b | Establish who will return. If you only require some of the team, you should apply a fair process to identify who will return. A rota may be appropriate. |  |
| c | Identify any staff who fall into a vulnerable group. Review the **Supporting Vulnerable Groups** section of **Returning to Campus Life – Guidance for Managers** |  |
| **3** | **Health and Safety requirements** | **√** |
| a | Consider multi occupancy office capacities (provided by H&S) to ensure that social distancing can be maintained – how many people can be present at any one time and how will work areas be configured. See [Managing Multiple Occupancy Offices](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/multiple%20occupancy%20office%20management%20v2.1%202021-08-04.pdf) |  |
| b | Prepare the workplace in line with health and safety guidance and any local risk assessments ensuring that any additional equipment or control measures are in place prior to any staff returning. Contact the [Health & Safety Team](mailto:safetyoffice@napier.ac.uk) if you have any questions or concerns. |  |
| c | Identify any tasks that require people to work closer than social distancing requirements.   * Is the task required to be done? If so, do they need to work this close? * Is an alternative, safer way to work achievable? * Can you reduce the contact working time? Can they work back-to-back?   If not, can Personal Protective Equipment be used as a last resort? |  |
| d | Review any Personal Emergency Evacuations Plans (PEEP) to ensure they reflect changes. Contact the Health & Safety team for advice. |  |
| **4** | **Mandatory training and important documentation for all staff returning** | **√** |
| a | It is very important for you to ensure all your team members who are returning to the workplace (or a full or partial basis) complete the mandatory [Return to Campus Health & Safety Guidance (Staff) training course](https://edinburghnapieruniversity.newsweaver.com/4irwbtgywc/bs0jpwwb4lc1tteebgfu1p/external?email=true&a=5&p=1923336&t=112125) before they return, even if they have completed this course previously. |  |
| b | Please ensure that staff know that the [Return to Campus Life](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Campus-Life.aspx) and [Health & Safety](https://staff.napier.ac.uk/has) webpages contain important information and that they read the following [Covid-19 Return to Campus Health & Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx) before returning. |  |
| **5** | **1:1 support for each team member** | **√** |
| a | Share your plans and proposed timescales for returning to campus with your team members before they are finalised, invite feedback and ensure ongoing dialogue. |  |
| b | **Supportive return to campus wellbeing conversation** – have a 1:1 conversation with each member of your team who is returning to work on campus to establish how they are feeling about returning. Encourage people to share any concerns so that together you can identify any additional appropriate measures or solutions to put in place. The [Return to Campus Life - Guidance for Managers](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/Return%20to%20Campus%20Life%20-%20Guidance%20for%20Managers%2013%20September%202021.docx) contains tips for conducting these conversations (*see appendix 3*).   * Contact the [HR Team](mailto:humanresources@napier.ac.uk) if a permanent change to working hours is required, or if you need advice about offering alternative duties to a member of staff. * Signpost staff to [Health and Wellbeing resources](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/MentalHealthandWellbeing.aspx) as appropriate and encourage your team to participate in the University wellbeing initiatives.   **Occupational Health** - contact the HR team if a member of your team still feels unable to return to campus. It may be appropriate to seek a referral to OH for further support.  **Ongoing wellbeing conversations** – ensure that you check in with staff regularly, ask them how they are and encourage them to raise any concerns so that appropriate support can be provided. |  |
| c | **Campus tour** – when each staff member returns to campus, a short visit/tour of the relevant areas of the campus must be carried out with a colleague before starting work to allow staff to see the measures that have been put in place to ensure their safety. Any changes that have been made to local workplace/labs/office layout or provision of equipment should be discussed and staff should be made aware that office windows/doors (where possible) should be kept open. |  |
| d | **Travel** – discuss how staff are intending to travel to and from work. Transport Scotland have produced [guidance](https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/) on travelling safely on public transport. If staff are concerned about travelling on public transport you may be able to provide flexibility around working hours/patterns to enable them to travel outside peak periods during this temporary period. |  |
| e | **High risk groups** – if any of your team fall within a high risk group you should ask them to seek advice from their GP/clinician about additional measures which may need to be implemented to ensure their safe return and they should complete the [COVID-19 Individual Health Risk Assessment](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/COVID-19%20Individual%20Risk%20Assessment%20Form%20June%202021.pdf) which you should discuss together. |  |
| **6** | **Practical information to discuss with all staff returning** | **√** |
| a | **Asymptomatic testing** – ensure that staff are aware that they can arrange for regular lateral flow tests when coming onto campus. They can either collect lateral flow tests from NHS collection sites or order them from NHS online. Testing FAQ’s are available [here](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/Asymptomatic%20testing%20-%20colleague%20FAQs%20as%20at%20130421.pdf) |  |
| b | **Work practices** – if it is necessary to make any temporary changes to normal working arrangements to maintain safe working practices and social distancing as part of the risk assessment process, e.g., working some time on campus and some time at home or working different patterns in multiple occupancy offices, you should discuss these changes with staff. |  |
| C | **Car parking** - remind staff that car parking is currently free in all University car parks. Temporary permits are required to park at Merchiston (via [car.parking@napier.ac.uk](mailto:car.parking@napier.ac.uk)) |  |
| D | **Visitors to campus –** ensure staff are aware that there is process for bringing visitors onto campus and that they must notify the H&S team in advance. Visitors guidance is available [here](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/Visitors%20to%20campus%20v2.0%202021-08-02.pdf) |  |
| e | **Office/IT equipment** – if staff continue to have a requirement for equipment at home they should keep hold of what they have already taken from the campus and then order what they require for use at the office [here](https://staff.napier.ac.uk/services/cit/Pages/IT-Procurement.aspx) For smaller items, e.g. headsets, these are portable, so should be transported. |  |