We are following Scottish Government and Public Health Scotland guidance regarding safe practices to protect the University, its staff and our students. The University continually reviews this position and responds to any changes accordingly.

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| Latest information – as of 13 September 2021 | |
| **Where can I get the latest government and medical 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/) |
| Vaccinations | |
| **Will I get paid time off to get my Covid-19 vaccination** | Yes. You should inform your manager if your appointment is during your normal working hours. |
| **I am suffering side effects following my vaccination and am unable to work. What should I do?** | You should inform your manager in the normal way when you report an absence from work. A *“Covid 19 – vaccine reaction”* absence reason has been created on HR Connect and your manager will use this reason when recording your absence. You should close the absence on HR Connect in the normal way when you are well enough to return to work. |
| **Can I work from home until I have received both vaccinations?** | Whilst more people being vaccinated will help the nation and the University get back to normal quicker, whether someone is vaccinated or not, is not being used as a factor when making return to campus decisions. People will be asked to return to campus on a full, or partial basis, based on the role that they undertake.  Whilst people are encouraged to be vaccinated, not everyone can, or will choose to do so. The University has worked hard to ensure that the appropriate health and safety measures, in line with government and public health guidance have been implemented to make the campus safe for staff, students, and visitors. |
| Preparing to return to campus | |
| **What has been done to make the University safe?** | All work areas or labs that were closed due to lockdown have been checked and assessed before staff started to 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 social distancing, face coverings and hygiene practices. New 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.  Hand sanitisers are available throughout each campus and at entrance and exit points. Signage has been put in place throughout the campus buildings and will be reviewed on a regular basis.  The [Covid-19 Return to Work Health & Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx) covers all of the safety measures that have been put in place across the campuses to ensure your safety. |
| **When should I return to the campus to work?** | This is an evolving situation and advice will continue to be updated based on government advice. You should continue to work from home until you are asked to return to campus. Your manager will discuss the plans for your return with you. |
| **What information will I receive before I return to campus?** | Regular email updates are being issued from Staff Communications regarding the return to campus life and you should familiarise yourself with the [Returning to Campus Life pages](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Campus-Life.aspx) before returning to campus. This will inform you of the University-wide procedures 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.  If you are coming on campus, you need to read the [Covid-19 Return to Work Health & Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx)  Further health and safety information is available at the [Health & Safety webpages](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?** | You are encouraged to complete the University’s 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?** | To maintain safe working practices and the required social distancing on campus, it may be necessary to make some temporary 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 manager. If you wish to change your working hours, you should discuss this with your manager. |
| **Can I do a combination of home working and campus-based work?** | You should continue to work from home unless you are required on campus for teaching or collaboration purposes, or to deliver a campus service to students and/or staff.  The first stage of the return to campus process is to ensure the safe gradual return of some staff for trimester 1 and that will involve some people working fully on campus and others working both on campus and at home for a period. It is likely that there will be rota systems in place for some teams to work on campus.  We will then focus on agreeing a framework of principles for our future working model ensuring that we get the right balance for students, colleagues, and the University as we continue our transition ahead. |
| **Can I apply to work from home on a permanent basis?**  **Updated 13/09/21** | At the moment, the University is unlikely to agree any permanent homeworking requests until our framework of principles for our future working model has been finalised. |
| **I can work from home but would like to return to campus. Am I able to do that?** | We appreciate that there may be some staff who are not required on campus but who wish to return due to circumstances relating to wellbeing or personal household conditions and whereby a partial or full return to campus may be helpful. If this applies to you, you should discuss this with your manager, and it may be possible to approve a full or partial return to campus. |
| **I work in a front-facing role, what measures are being put in place to protect me?** | Visible social distancing measures are in place across the campus. For example, in some areas temporary barriers will prevent people coming too close to desks. 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?** | You should discuss the safe use of your office space with you manager so that you are clear about how the office will be configured and the maximum number of people that can work in it at any one time. It is important to keep rooms ventilated so windows should be opened whenever you are working in the office. Further information about the safe and appropriate use of multiple occupancy office is available [here](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/multiple%20occupancy%20office%20management%20v2.1%202021-08-04.pdf) |
| **I am required to work both on and off campus. Can I retain my university equipment at home?** | If you continue to have a requirement for equipment at home please keep hold of what you may have already taken from the office such as a second screen and then order what you require for use at office [here](https://staff.napier.ac.uk/services/cit/Pages/IT-Procurement.aspx). For smaller items such as headsets, these are portable so should be transferred between home and office use. |
| **Following an OH referral, I was provided with specialist equipment. I am required on campus on a partial basis, what should I do?** | You should discuss your situation with the HR Team to ensure that you continue to have access to the specialist equipment required for your role. |
| **My normal office has been reallocated for teaching purposes. Can I work on campus somewhere else?** | The current position is that you should continue to work from home until you are asked to return to campus. However, if you wish to come onto campus to work occasionally or to attend a meeting, you can book a PC, classroom, or library space via [resource booker](https://resourcebooker.napier.ac.uk/).  Please ensure that you complete the University’s mandatory Return to Campus Health & Safety Guidance (Staff) training course before coming onto campus. The course is on Moodle and can be accessed [here](https://edinburghnapieruniversity.newsweaver.com/4irwbtgywc/h8ssw4qeelu1jrkwpx5g6e/external?email=true&a=5&p=1933279&t=112125). This explains the health and safety procedures to follow and provides information about safe working practices. |
| **Can I hold a meeting with my team/colleagues on campus?** | Yes, you can book a room using [resource booker](https://resourcebooker.napier.ac.uk/). Please ensure that everyone who is attending the meeting completes the University’s mandatory Return to Campus Health & Safety Guidance (Staff) training course before they come onto campus. The course is on Moodle and can be accessed [here](https://edinburghnapieruniversity.newsweaver.com/4irwbtgywc/h8ssw4qeelu1jrkwpx5g6e/external?email=true&a=5&p=1933279&t=112125). This explains the health and safety procedures to follow and provides information about safe working practices. |
| Returning to campus | |
| **Do I need to check-in when I arrive on campus?** | No. The QR code check-in system is no longer required. |
| **How do I ensure that I keep safe when I return to campus?** | You should ensure that you follow all the health and safety guidance that has been issued and that is displayed across the University buildings. You should also continue to follow the Scottish Government’s guidance on good hygiene principles:   * 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 regularly will the campus be cleaned?** | 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 14/09/21** | You can obtain information about the latest catering facilities and opening hours [here](https://staff.napier.ac.uk/services/facilities/catering/Pages/Catering.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. |
| **Should I travel in my own, or in working time, to come onto campus?** | If your role is required back on campus on a regular basis, you are expected to work your normal contracted hours on campus. This will mean travelling to and from work in your own time, as you did previously before Covid-19.  If your role is not required on campus and you have been asked to continue to work from home but need to come onto campus to attend an ad-hoc meeting or to collect an item, then you may travel during working time if this is appropriate. |
| High risk group | |
| **I am at higher risk from Covid-19. What should I do?** | The current Scottish Government [guidance](https://www.mygov.scot/covid-highest-risk) states that people who are on the highest risk list (who were previously shielding) should follow the same advice as the rest of the population and follow some important [protective measures](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-protective-measures) to protect people who may not yet have had the vaccine, or who are unable to have it.  If you have been asked to return to campus and were previously asked to shield or are at higher risk of severe illness from Covid-19, you should inform your manager that you fall within the higher risk group. More details on the higher risk groups can be found at [NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice).  You should speak with your GP/clinician about any additional measures which may need to be implemented to protect your health and enable you to safely return to campus. You should complete a [COVID-19 Individual Health Risk Assessment](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/COVID-19%20Individual%20Risk%20Assessment%20Form%20June%202021.pdf) and discuss this, along with any medical advice that you have received, with your manager so that any additional measures can be considered and put in place where appropriate. |
| **I am at higher risk of Covid-19 and am concerned about returning to campus. What should I do?** | We recognise that some staff may be more concerned about returning to work on campus if they are at higher risk of Covid-19 and wish to be as flexible as possible to support staff during this period. You should let your manager know that you fall within the higher risk category and discuss your concerns about returning with them. Please review the [Covid-19 Return to Work Health & Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx) which outlines all of the measures that have been put in place to ensure your safety on campus.  Your manager may ask you to speak with your GP/clinician about any additional measures which may need to be implemented to protect your health and enable you to safely return to the campus. You should complete a [COVID-19 Individual Health Risk Assessment](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/COVID-19%20Individual%20Risk%20Assessment%20Form%20June%202021.pdf) and discuss this, along with any medical advice that you have received, with your manager so that any additional measures can be considered and put in place where appropriate.  Your manager will share any relevant local risk assessments with you and explain the additional measures that have already been put in place as a result. Wherever possible, appropriate further measures and/or adjustments will be put in place to support your needs such as changes to duties, ways of working or work patterns. It may not always be possible or appropriate to implement all suggested adjustments, however it may still be reasonable to expect you to return to the campus. |
| **I live with someone who is in a higher risk group and am concerned about returning. What should I do?** | We recognise that some staff may be more concerned about returning to work if they live with someone who is at higher risk from Covid-19. You should discuss your concerns with your manager. Please review the [Covid-19 Return to Work Health & Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx) which outlines the measures that have been put in place to ensure your safety on campus plus any relevant risk assessments for your area (available from your manager) to ascertain whether this offers sufficient reassurance for you.  If the higher risk person’s GP has advised any additional specific measures and/or adjustments to be considered, you should discuss these with your manager, and they will be implemented if it is considered reasonable and appropriate to do so. |
| **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).  If appropriate you should speak with your GP/clinician about any additional measures which may need to be implemented to protect your health and enable you to safely return to campus. You should complete a [COVID-19 Individual Health Risk Assessment](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/COVID-19%20Individual%20Risk%20Assessment%20Form%20June%202021.pdf) and discuss this, along with any medical advice that you have received, with your manager so that any additional measures can be considered and put in place where appropriate. |
| Caring responsibilities | |
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| **I have caring responsibilities and am concerned about coming back to campus. What options are available to me?** | Whilst schools and nurseries have reopened, we recognise that there may continue to be exceptions and childcare arrangements may become temporarily unavailable or your child must self-isolate at home, and you may require additional flexibility during this period. In emergency situations, you can access [Dependents Leave](https://staff.napier.ac.uk/services/hr/Documents/Policies/TimeOffForDependants%20August%202015.doc) to make alternative arrangements, where this is feasible. Alternatively, it may be appropriate to take a period of annual leave or unpaid leave or make up hours in the morning/evening or at weekends during this temporary period.  If you are concerned about potential unplanned caring requirements, you should discuss temporary solutions with your manager. This may include working on different days or working a different pattern, such as condensed/longer/shorter days during this period, which may allow you to share caring commitments with others in your household. This will be dependent upon individual circumstances and may not be possible in all cases.  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. There is also the option to purchase additional 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. |

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| Covid-19 Symptoms | |
| I have Covid-19 symptoms, what should I do? | 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 to self-isolate and not to attend work.  You should book a PCR test – details of the process can be accessed [here](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/covid-symptoms/) If you test positive for Covid-19 you should notify your manager and send a copy of your test result to the [HR Team](mailto:humanresources@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 not come into work before your period of isolation is complete, in any circumstances.  When you return to work you should close your absence on HR Connect in the normal way. | |
| I don’t feel well whilst on campus, what should I do? | If you are displaying Covid-19 symptoms (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) you should go home immediately (wear a face covering on route and avoid public transport).  You should book a PCR test – details of the process can be accessed [here](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/covid-symptoms/) If you test positive for Covid-19 you should notify your manager and send a copy of your test result to the [HR Team](mailto:humanresources@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 not come into work before your period of isolation is complete, in any circumstances. | |
| A member of my team has tested positive for Covid-19, what actions should I take?  Added 13/09/21 | * Please ask them to forward a copy of the test result to the [HR Services Team](mailto:humanresources@napier.ac.uk) -[humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk) * Notify the Health & Safety Team of the positive test result - [safetyoffice@napier.ac.uk](mailto:safetyoffice@napier.ac.uk) * Open their absence on HR Connect in the usual way * Remind them to 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 to return to work. They should not come back to work before their period of isolation is complete. * Maintain contact with the staff member and ensure that they have arrangements in place for picking up food, medicine, or other essentials. * When they return to work, they should close their absence on HR Connect in the normal way. It is reasonable to expect staff to work from home if they can and are not unwell during their isolation period. | |
| I am experiencing ongoing symptoms from Covid-19, what should I do? | Whilst most people recover quickly from Covid-19, some people may have ongoing symptoms which can last a few weeks or longer. This is being referred to as long Covid. Further information about dealing with long Covid can be accessed [here](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-longer-term-effects-long-covid).  If you are experiencing ongoing symptoms from Covid-19, you should discuss this with your manager and contact your GP for advice.  Your return to work will depend upon how you are feeling and the type of role that you do. A referral to Occupational Health for advice about support measures may be appropriate. Some people may benefit from a phased return where you gradually build up your hours and days at work following recovery from Covid-19.  You should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) which can cover the first 10 days of your absence. Any absence beyond this period requires to be certified in the normal way and you should obtain a fit note from your GP. Copies of isolation and fit notes should be sent to the HR team. | |
| Self-Isolating | | |
| I must self-isolate but am required on campus, what should I do? | If you come into close contact with someone who has Covid-19, or you live with someone who has Covid-19 symptoms or who has tested positive for Covid-19, or have Covid-19 symptoms yourself, you must not come onto campus. Further information is available [here](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/who-needs-to-self-isolate/#Who%20needs%20to%20self-isolate) about self-isolating.  If you are a partially or non-vaccinated adult who is identified as a close contact, you will be required to self-isolate for 10 days, regardless of whether you have symptoms. This is because they can take that long to develop, and you can pass the virus on even if you don’t have symptoms. If you develop symptoms you should book a PCT test - details of the process can be accessed [here](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/covid-symptoms/).  If you are a fully vaccinated adult who is identified as a close contact, you should get a PCR test as soon as possible. Provided you return a negative PCR test result and remain asymptomatic, you may end self-isolation as a close contact.  If you are medically unable to be vaccinated and identified as a close contact, you should get a PCR test as soon as possible. Provided you return a negative PCR test and remain asymptomatic, you may end self-isolation as a close contact.  If you return a positive test result, you will need to isolate for 10 days.  You should update your manager and inform them of any test result. If it is a positive result, you should send a copy to the HR Services Team. 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.  If you were required to work wholly or partially on campus, you should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward a copy to the HR team at [HR Team](mailto:humanresources@napier.ac.uk). | |
| I have been told to self-isolate by Test and Protect and had annual leave booked for some or all the isolation periods, can I claim this holiday back? | If you can work from home and are fit to do so, you have two options. You should discuss with your manager about either working from home and claiming back your annual leave or continuing to take your annual leave.  If you decide to work from home and claim back your annual leave you should record this on HR Connect as **Other – COVID – Self-Isolate (able to WFH)** and your manager should cancel your period of annual leave on HR Connect.  If you are unable to work from home, you should record your absence as **Sickness – COVID – Self-Isolate (unable to WFH).** You should provide evidence that you have been asked to self-isolate (e.g. a screen shot of the notification from Test and Protect) and you should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward these to the HR team at [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk)  Your manager should cancel your period of annual leave on HR Connect.  If you are unwell and cannot work, you should record this as sickness absence. | |
| 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 that you may have regarding these arrangements.  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.  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](https://staff.napier.ac.uk/services/hr/workingattheUniversity/benefits/Pages/Bike-To--Work.aspx) scheme which may be of interest to you.  If your only option is to use public transport, consideration can be given to temporarily 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, this may mean doing some of your working hours at home and some on campus. This will be dependent upon individual circumstances and may not be possible in all cases. | |
| Can I park in the campus car parks without a parking permit? | To provide as many travel options as possible, parking is currently free of charge at Sighthill and Craiglockhart and permits are not required at this time. Parking at Merchiston is also free of charge during this period but staff must apply for a temporary permit by emailing [car.parking@napier.ac.uk](mailto:car.parking@napier.ac.uk). Space allocation will be on a first come, first served basis.  It is important to note, that if you are travelling to work by car, you must not car-share with anyone outside your own household.  Please note parking arrangements from Trimester 1 are currently being confirmed and will be communicated soon. | |
| Travel | | |
| Am I allowed to travel on business again? | You should discuss any proposed business travel with your manager.  All business travel must be approved by your Dean of School or Director of Service and you should refer to the University’s [Travel & Expenses Policy](https://staff.napier.ac.uk/services/hr/Documents/Policies/Travel%20%20Expenses%20Policy%20FINAL%20April%202021.pdf).  At present, international travel will only be approved on an exceptional basis and the Dean or Director should consult as appropriate with other teams, such as Health & Safety, Human Resources, International and Insurance prior to any bookings taking place.  Any member of staff who wishes to travel overseas on University business should always complete a travel risk assessment form prior to any travel and/or accommodation being booked. You can access further information about the travel risk assessment [here](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/forms/Pages/Travel.aspx)  If you are travelling internationally, you should refer to the latest government information to check the rules for the country that you are travelling to, check whether a country is on the red, amber, or green list and understand what you need to do when you arrive back in Scotland.  The latest information is available [here](https://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/pages/exemptions/) | |
| I plan to travel abroad but will need to quarantine on my return to the UK. Can I work from home or a managed quarantine facility? | * The latest information on travel can be found on the [UK Government website](https://www.gov.uk/uk-border-control). * Information about international travel and managed isolation (quarantine) can be found [**here**](https://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/pages/exemptions/) * 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/managed quarantine facility or not, will be dependent upon your role and the requirements to be on campus.  Please note that this is a rapidly changing situation and therefore it is essential that you let your manager know your plans before you travel. You should discuss your current role requirements to be on campus and consider future role requirements to be on campus at the time of your future planned travel and the latest Scottish Government guidance. | |
| Will a quarantine period on return from a holiday abroad be counted as annual leave? | If you are required to isolate on your return and are unable to carry out your role from home or a managed quarantine facility, 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. | |
| Whilst I continue to work from home, can I undertake my role from an overseas location? | There are complex implications to the University and to individual employees about undertaking roles wholly or partially from a non-UK location, such as taxation, insurance, employment law, healthcare, life cover and pension arrangements. Whilst consideration will be given to facilitating more global based working as part of the development of our future working model, at present staff are required to undertake their role from a UK base, other than in exceptional circumstances and with advance approval by ULT/HR. | |
| Support | | |
| Despite all the measures that have been put in place, I still feel too anxious to return to campus, what are my options? | It is understandable to feel apprehensive about returning to work after such a long period away. You can be assured that we are managing the return process very carefully and a huge amount of work has taken place to ensure that appropriate arrangements are in place to keep people safe when they return to the campus.  The [Covid-19 Return to Work Health & Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx) covers all of the safety measures that have been put in place across the campuses to ensure your safety.  You should speak with your manager about your specific concerns so that you can work together to identify if there is any additional support that can be put in place to help to alleviate your concerns. Examples of the types of measures that may help to alleviate concerns include:   * Having a short visit/tour of the campus before returning so that you can see all the measures that have been put in place to ensure your safety. * Agreeing a phased return so that you can return campus on a gradual basis. * A temporary adjustment to your on-campus working hours or working pattern. * Addressing any training needs/knowledge gaps. * Working from an alternative campus. * Having a ‘buddy’ during the transition period who can provide informal support.   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.  You have access to many University and external support services and the University is working closely with the trade unions on the arrangements for returning, so you can also seek advice from a trade union representative.   * [Wellness Action Plan](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Documents/Wellness%20Action%20Plan.docx) – can be helpful to complete to help start dialogue about mental health with your manager. * [Stress Risk Assessment](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Documents/Stress%20Risk%20Assessment.docx) – can be helpful to complete to identify any potential sources of work-related pressures or if you feel that you are suffering from work-related stress. Appropriate actions can then be identified to mitigate/reduce their impact. | |
| What happens if I refuse to return to work on campus? | If you are required to return to campus and do not wish to return, it may be reasonable, depending on the circumstances, for you to cover your absence from campus by taking annual leave, parental leave, or unpaid leave.  If you do not wish to access a leave option and all other options have been exhausted, including the provision of any reasonable adjustments and support measures and you still refuse to return, this may ultimately result in the initiation of the formal disciplinary procedure. This would only be instigated as a matter of absolute last resort and only after discussion with the HR Team. | |
| What support is available? | * Human Resources team – [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk) * Health & Safety team - [safetyoffice@napier.ac.uk](mailto:safetyoffice@napier.ac.uk) * All the University’s wellbeing 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's-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) - 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. * [External Health and Wellbeing Resources](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/External-Resources.aspx) | |
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