**Transitioning Back to Campus**

**Guidance for Managers**

In line with the ‘Working Safely During the Covid-19 Pandemic Government Guidance’, we have developed the following document to support managers transition some colleagues back to campus, while others continue to work from home.

As lockdown restrictions ease, the guidance will ensure that we follow Scottish Government and Public Health Scotland advice so that staff both on, and off campus, are supported. We will continue to review Government guidance on an ongoing basis and revise our support documents accordingly.

This guidance should be used in conjunction with other support documents available including:

* [Homeworking during Covid-19](file://napier-mail.napier.ac.uk/staff/Human%20Resources/User%20Data/40008043/My%20Profile/VDS/Downloads/ENU%20COVI-19%20Homeworking%20-%20Guidance%20for%20Managers%20FINAL%20%282%29.pdf)
* [Mental Health and Wellbeing in the Workplace Guidance for Managers](file://napier-mail.napier.ac.uk/staff/Human%20Resources/User%20Data/40008043/My%20Profile/VDS/Downloads/Mental%20Health%20and%20Wellbeing%20in%20the%20Workplace%20-%20Guidance%20for%20Managers%20%282%29.pdf)
* [Health & Safety](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx) guidance
* [Information Services - IT](https://staff.napier.ac.uk/services/cit/Pages/info-services.aspx)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Table of Contents** |  | Key Principles for a Safe Workforce | ………………… | **P.01** |
|  |  | Plan & Prepare for Returning Staff Safely to Campus | ………………… | **P.02** |
|  |  | Supporting Different Staff Groups | ………………… | **P.04** |
|  |  | Travelling to and from Campus | ………………… | **P.10** |
|  |  | Staff Mental Health & Well Being | ………………… | **P.11** |
|  |  | Covid-19 Test & Protect Self Isolating | ………………… | **P.12** |
|  |  | Complying with Government Guidance & Health & Safety | ………………… | **P.16** |
|  |  | Learning & Development | ………………… | **P.17** |
|  |  | Appendix 1 – Flowchart Return to Work | ………………… | **P.18** |
|  |  | Appendix 2 – Wellness Action Plan | ………………… | **P.19** |

**Key Principles for a Safe Workforce**

* **University Approach**

We will always follow Scottish Government and Public Health Scotland advice regarding safe practices to protect the University, its staff and our students; and it is essential that all staff and students follow all health and safety guidance issued and displayed throughout University buildings.

* **Homeworking**

In line with Government guidance, where staff can work from home effectively, it is expected that they continue doing so, unless their role is required to be completed back on campus and they are able to do so. We will continually review this position in line with Scottish Government guidance.

* **Return to Campus**

A University Steering group will oversee the phased reopening of University buildings and prioritise groups returning based on requirements, service needs and individual circumstances.

Prior to reopening, any work areas or labs that have been closed due to lockdown will be checked and assessed before staff can return e.g. checking ventilation systems, undertaking maintenance checks and arranging a deep clean.

Before returning staff back to campus, we will ensure the safety of the workplace by:

* Carrying out a Covid-19 risk assessment, in line with the Health & Safety Executive (HSE) and Scottish Government guidelines and in conjunction with the University’s Health & Safety team, to cover communal areas and work places.
* Consulting with our recognised trade union representatives on these risk assessments.
* Sharing the risk assessments with staff and on our website.
* Managing the number of staff/students on campus to maintain a safe working environment.
* **Staff Mental Health and Wellbeing**

We are committed to placing health and wellbeing at the heart of our decision making during this pandemic and will ensure that all members of staff are able to work in a safe and supportive environment as we return to campus.

Staff who have health issues or anxieties about the current situation, can raise these matters with their manager who should provide support and facilitate reasonable adjustments to enable them to continue to fulfil their role. Alternatively, Staff who are experiencing mental health issues can contact the University [Mental Health Champion Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Mental-Health-Champion-Network.aspx) for support. The [Employee Assistance Programme](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Employee%20Assistance%20Programme.aspx) and [bigwhitewall](https://www.bigwhitewall.com/about-us/).com online service are also available 24/7.

**Planning and Preparing for Returning Staff Safely to Campus**

If a staff member’s work activity is essential, cannot be completed from home or a physical presence is required for business continuity and the staff member is therefore required to return to campus and able to do so, you will need to consider the following:

(Note: If they are unable to do so due to shielding, please refer to section below on supporting staff in the vulnerable group categories)

* **Preparing the workplace**
* Consider which work activities are required to be carried out and which roles should return - how many staff and for how long and what workspace will be required.
* Check the workspace has been inspected and any issues addressed prior to staff returning to the campus.
* Liaise with the Health & Safety Team to ensure a Covid-19 risk assessment is in place for the work activities and familiarise yourself with this.
* Prepare the workplace in line with the risk assessment, e.g. wherever possible, staff will be required to maintain social distance between others and enhanced cleaning & handwashing procedures to be in place. If this is not possible, contact the Health & Safety Team to discuss what additional control measures are required.
* Check the appropriate signage is in place and any additional equipment or control measures are in place prior to the return date, reporting any issues to Health & Safety.
* **Working Arrangements**
* Set a clear timescale to transition staff from homeworking or furlough back to the workplace, agreed by your Director/Dean of School to ensure a University wide co-ordinated approach and with the University Steering Group having oversight of this.
* Review current working arrangements for each member of staff, identify any vulnerable staff and individually review those in the high-risk groups to consider whether some additional support options may be required. Refer to **Appendix 1 Return to Work Flowchart** for support options.
* Take account of individual circumstances, e.g. if a staff member has a set working pattern in place due to caring responsibilities; you should try to work within any reasonable concerns, which staff raise.
* Establish which staff members will be required for any given tasks. If you will only require a limited number of role holders, a fair objective selection process will need to be applied to determine who should return or a rota system may be appropriate.
* Consider how staff will travel to work and what support can be offered if they raise health concerns about travelling to work.
* Consider whether shift patterns, split set rotation teams, a change to working hours or flexible start & end times may be necessary to ease congestion in the work area and allow for increased social distancing.

****** *If required, contact your HR Partner to discuss changes to working hours or you wish to discuss offering alternative duties to a member of staff.*

* **Return to Work Plans - Communications with Staff**
* Keep in regular contact with staff due to return - have scheduled calls and issue regular updates on the University wide return to work plans. Do not forget to include staff on Furlough (the Government Job Retention Scheme).
* In addition to local team meetings, Director/Dean of School wide staff communications should be regularly held.
* As early as possible, outline your plans and timescales for their return to work.
* Discuss the new ways of working and health & safety procedures in place, circulate any revised policies and remind staff of the importance of following physical distancing and hygiene and infection control protocols. The latest Health and Safety procedure can be found [here](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx).
* Talk with staff about practical matters before making any final decision on your return to work plans, including :
* **How do staff plan to travel to and from work?** – Discuss with them how they feel about this and at an early point identify any health or travel concerns they may have, so you can consider how best to support them and what adjustments and support may be necessary.
* How the **Health & Safety measures** in the workplace will be managed and reviewed. Share the latest risk assessment with them.
* Explain any **planned adjustments** to their workspace and the campus, so staff know what to expect on the first day of return e.g. floor markings, one-way systems in place and entrance & exit arrangements.
* Outline what **protective equipment** will be in place and explain why.
* Remind staff of the **opportunity to feedback** directly to you any concerns or by email coronavirusqueries@napier.ac.uk or to a trade union representative.
* If there is a **phased return**, explain who is returning in which phase, why and when. If not all of the team are returning, outline who will remain homeworking or Furloughed and the communication arrangements between the teams.
* Refresh staff on any **new/temporary policies** introduced due to Covid-19.
* Ensure they have had any relevant **health surveillance checks** or any **mandatory training** prior to their return.

It is important that staff are part of and included in the return to work plans, as this will help them understand the new working arrangements in place.

Once your return to work plan is agreed, issue a staff communication in advance of their return, explaining the following:

* The new University-wide procedures for arrival and leaving the campus and campus wide new working arrangements keep staff and students safe.
* The local workplace/labs/office new arrangements in place and how this will look.

Consider if you can video the revised work area, talking through the changes and send this remotely to staff. This will help staff know what to expect on their arrival and they can ask any questions in advance.

**Supporting Different Staff Groups**

**Staff in the Vulnerable Group Category**

Current NHS Scotland & Government guidance on the vulnerable group categories lists the following two groups of people who are at a higher risk in relation to illness from Covid-19.

* **People at extremely high risk** – advised to shield & strongly advised not to work outside the home.
* **People at higher risk** – strictly follow social distancing measures and should be supported to work from home, either in their current role or if appropriate consideration of an alternative role.

More details on the above categories can be found [here](http://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) or at [NHSinform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)

These contain guidance about how people in these categories can meet their essential needs, such as buying food and getting medication, and what to do if they think they have Covid-19 symptoms. Staff can access additional Scottish Government support if they are shielding by registering [here.](https://www.gov.scot/publications/covid-shielding/)  In addition, staff should also look at their local council's website to find out about support services in their area.

* **Staff who are at ‘extremely high risk’ and ‘shielding’**

Staff in this category who have been advised to shield, should continue to work from home for the duration of their shielding period. If they cannot work from home, the Government Job Retention Scheme (Furlough) may already be in place and if so, this should remain in place until further advised.

You should take extra time to maintain ongoing contact and check on the welfare of staff who are shielding, given the significant impact on their lives.

Should you be unaware of the reasons for a member of staff being advised to shield, in the first instance, you should discuss this with them and if deemed necessary, you can request to see a copy of the correspondence advising them to shield. A referral to the occupational health service can be considered so that further advice can be provided.

It is likely that there will be staff who are shielding and cannot be furloughed and there is no or limited work that they can undertake from home. In this situation, you should consider whether the staff member could be given alternative duties or project work (within their skill set and grade) which may be undertaken at home. We would ask both managers and staff to be supportive, flexible and creative in their approach in finding solutions in the current circumstances.

* **Staff who are at ‘higher risk’ and strictly following social distancing**

Staff in this category include pregnant workers, staff with specific underlying health conditions and those aged 70 or over. The latest NHS guidance for this group of people is available [here](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice). Managers should consult with these staff individually about their role and individual circumstances and consider the following:

* **Homeworking** -If they can continue to carry out their duties via homeworking, this should continue.
* **Essential Role and Required Back on Campus** -If the role is essential and the staff member is required back on campus, the required social distancing measures must be in place to support their safe return to work. In this situation, an individual risk assessment is required to determine if this is the case and consider any individual concerns the staff member may have and if additional control measures are required.
* **Unable to do Homeworking /Not Required Back on Campus** - If the role is not required back on campus and they are unable to do their normal duties via homework, then it may be reasonable and appropriate for the Manager to ask the staff member to carry out alternative suitable duties, with appropriate direction, support, training and equipment in place and social distancing measures in place. In this situation, an individual risk assessment is required to determine if this is the case.

**Staff who live with someone who is ‘shielding’**

We recognise that some staff may be more anxious about returning to work if they live with someone who has been advised they must shield. Such staff, if not required to return to campus, should continue to work from home where possible.

If the staff member cannot work from home or their role is essential and they are required to return to campus, you should in the first instance discuss any concerns with them and revisit the relevant risk assessment and working practices for their area to ascertain whether it offers sufficient opportunity for social distancing and reassurance for the staff member.

If considered necessary, an individual risk assessment may be required for that staff member to minimise their risk of potential infection i.e. maximising their social distancing or changes to tasks, duties, and ways of working or work patterns. The Health & Safety Team will advise and support managers in this situation.

**Staff who live with someone who is in the ‘higher risk group’**

Staff who live with someone in the higher risk category (notably those who are over 70, are pregnant or have an underlying health condition) may be more anxious about coming to work. Staff in these circumstances, where possible, should continue to work from home.

If a staff member cannot work from home or their role is essential and required on campus, they would be expected to attend work.

However, you should discuss any concerns with them and should revisit the relevant risk assessment and working practices for their area to ascertain whether it offers sufficient opportunity to social distance. If considered necessary, an individual risk assessment may be required to minimise their risk of potential infection (by maximising their social distancing), such as changes to tasks, duties, ways of working or work patterns. Prior to making a final decision, further advice should be sought from the Health and Safety Team, your HR Partner and Occupational Health, if necessary.

**HR Connect Recording**

Staff who have identified themselves in one of the above vulnerable group categories will have their vulnerable group status recorded on their HR Connect record under their personal details.

Managers can access this via the manager dashboard in the employee’s personal details and it is noted in the additional fields section or alternatively the HR Services Team can provide this information on request.

Managers should contact the HR Services team if a staff member wishes to change their health status or have this updated and also advise the HR Services team of any change to a staff member’s working status, e.g. a staff member advises that their GP confirms that their medical condition is no longer under the vulnerable group high-risk category or staff member returns to campus-based working from homeworking.

**Covid-19 Working Status**

A new field for recording employee’s Covid-19 working status has been created. All employees will now have their Covid-19 working status recorded under their Personal Details field within HR Connect.

The HR Services team have updated all employee records with their current Covid-19 working status and will continue to update these as requested by managers.

**Manager HR Connect Access**

To view an employee’s working status for any of your direct reports, you should select the employees Personal Details page in People Manager and their status is noted under the additional fields section i.e. Transitioned to home based working.

|  |  |
| --- | --- |
| Select personal informationClick on personal details  |  |
| Details of the staff members working status is listed at Additional fields  |  |

Please see table below for details of all the different type of Covid-19 working status types available and definitions.

|  |
| --- |
| **Employee Working Status during COVID-19** |
|  | **Working Status Type** | **Definition** |
| 1 | Essential Worker | Employee identified as Essential and requires access to campus |
| 2 | Furlough | Employee currently on Furlough leave |
| 3 | Returned to campus based working | Employee was home based, but now returned to campus based working |
| 4 | Transitioned to home based (unable to work) | Employees who are unable to work on campus and are unable to do their job from home |
| 5 | Transitioned to home based working | Employees who are carrying out their role from home |
| 6 | Vulnerable Group 1 - Transitioned to home based (unable to work) | Employees who are identified as **extremely high risk (shielding)** are home based and unable to do their job from home |
| 7 | Vulnerable Group 1 - Transitioned to home based | Employees who are identified as **extremely high risk (shielding)** are home based and continue to do their job from home |
| 8 | Vulnerable Group 2 - Transitioned to home based (unable to work) | Employees who are identified as **higher risk**, are home based and unable to do their job from home |
| 9 | Vulnerable Group 2 - Transitioned to home based | Employees who are identified as **higher risk,** are home based and continue to do their job from home |

Please email HumanResources@napier.ac.uk if you need to change a staff members Covid-19 working status.

**Staff with Childcare Responsibilities - Returning to Campus**

You should discuss potential alternatives with any staff members who are required to return to campus and have concerns about childcare. This may include different working patterns, days of work, hours, or a potential amendment of duties to another role or whether some aspects of the role could be re-prioritised. If there are still concerns about the staff member undertaking their role, the following options should be explored:

* Annual Leave - Request a period of annual leave or weekly set days of annual leave. We expect that staff who are struggling to perform their role due to childcare responsibilities could take periods of annual leave over the summer months, noting that all staff must have taken their full annual leave entitlement by the end of August 2020.
* Extended Unpaid Leave - Request a period of unpaid leave – a period of unpaid leave from one week to 12 months can be approved. Any period of leave would need to be agreed by the manager and signed off by the Dean or Director to ensure operational needs can be covered.
* Temporary Reduction in Hours - Request a temporary reduction in working hours - A temporary reduction in working hours is available for a minimum of one month and up to a maximum of 12 months. Hours of work 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 greater flexibility, or help with responsibilities at home.

**Staff with specific needs or in higher risk groups**

If a staff member has specific needs, such as a disability (which may involve underlying health concerns or access difficulties) or BAME staff (who the government have advised are statistically in a higher risk group for Covid-19), consideration should be given to any additional risk factors that may need to be taken into account. This will require an individual risk assessment.

You should discuss these matters with the staff member and seek any necessary advice from the Health & Safety Team, your HR Partner or from Occupational Health Service, if necessary.

**Staff who wish to return to Campus but have not been identified to do so**

The current Government guidance is clear that wherever possible, staff must work from home. To maintain a safe working environment it is vital that the number of staff on site is carefully controlled and staff only attend work if they have asked to do so. Exceptionally, there may be circumstances relating to a staff members wellbeing or personal household conditions whereby a return to campus may be considered. The relevant SLT member must approve this.

**Staff on Furlough (Job Retention Scheme)**

**Regular Contact**

Managers must keep in regular contact, on a 1:1 basis, with staff who are on furlough under the Job Retention Scheme to support their wellbeing, answer any questions they may have about their furlough arrangements and minimise their anxiety.

**University /Furlough Updates**

During calls to furloughed colleagues, there should be no discussion about the staff members work but if there are any significant University updates, changes to the terms of the scheme or team messages, these should be relayed and any appropriate documentation issued.

**Return to Work**

When staff are nearing the end of their furloughed period, managers should explain the arrangements that will be in place for their safe return, to reassure them of the health and safety arrangements in place.

Details of the Furlough the Job Retention Scheme can be found here [Furlough Guidance](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/Furlough%20Guidance%20FINAL.docx) & FAQ’s [here](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Coronavirus%20-%20staff%20FAQs/Pages/Information-on-Furloughing.aspx)

**Travelling to and from Campus**

At an early point, you should discuss and establish your team member’s return to work travel plans and if they have any concerns or anxieties regarding these.

To support staff through this temporary period, it may be necessary for managers to give consideration to altering working times or patterns to better work within limited public transport timetables or so they can travel on public transport at a time, which is quieter.

Managers should also encourage staff to minimise their use of public transport and where possible avoid this and instead staff should consider walking or cycling to campus or working from their nearest campus Additional bike racks and staff lockers will be available on campus. The University operate a salary sacrifice bike to work scheme, which may be of interest to staff to help them choose this option. 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).

Staff and students can also discounted membership of the ‘[Just Eat’ bike scheme](https://edinburghcyclehire.com/buy/uni-pass). An annual pass for unlimited 60 minute trips costs just £40.

If staff are travelling by car, they must not car-share with anyone outside their own household. We are also making available additional car parking permits to staff returning, so where possible, staff can access the car park use their own car and avoid using public transport.

Free parking on site is also being offered until the start of term on the 7th of September

**Public Transport**

Where staff need to use public transport, they should adhere to the government guidance on social distancing, where possible applying social distancing measures and avoid touching surfaces and wear a face covering on public transport.

Managers should direct staff using public transport to the government's guidance [here](https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/). Guidance about face coverings can be found [here](https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering)

**Key advice if staff are required to travel on public transport:**

* Wash your hands thoroughly on arrival at work, using the handwashing facilities or hand sanitisers provided.
* Prior to leaving work, wash your hands thoroughly and then again as soon as you get home from work.

**Staff Mental Health & Well Being**

**Resources and Support**

All the resources and support the University offer can be found at [Mental Health and Wellbeing](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/MentalHealthandWellbeing.aspx)

In addition to the above, Managers may also wish to signpost the following support groups to staff:

* + **Inclusion Networks** ([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 Home](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/LGBTNetwork/Pages/LGBTNetworkHome.aspx))
	+ **Health and Wellbeing Workplace Community** and details of [External Resources](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/External-Resources.aspx)
	+ **Mental Health First Aid at Work Champions:** This is 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 intranet page: [Mental Health Champion Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Mental-Health-Champion-Network.aspx)

Detailed guidance is available at  [Mental Health and Wellbeing in the Workplace Guidance for Managers](file://napier-mail.napier.ac.uk/staff/Human%20Resources/User%20Data/40008043/My%20Profile/VDS/Downloads/Mental%20Health%20and%20Wellbeing%20in%20the%20Workplace%20-%20Guidance%20for%20Managers%20%281%29.pdf)

**Practical Tools & Support Available**

It is recognised that managers may have to undertake a variety of difficult conversations linked to personal & health matters and will be required to support staff who are struggling with being asked to return to campus, prolonged homeworking or other health anxieties associated with Covid-19.

There are a range of tools and support available, which can assist Managers with these conversations:

* A Wellness Action Plan – practical way of opening up, structuring and promoting ongoing discussion to support staff’s mental health at work. A copy of the plan can be found at Appendix 2 or at [Mental Health and Wellbeing](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/MentalHealthandWellbeing.aspx) – Wellness Action Plan
* Stress Risk Assessments – a structured approach to get Managers to work together with a staff member to identify potential stress issues and agree measures and support required to improve and resolve matters.
* Mindfulness – consider arranging online Mindfulness sessions for your team. Contact the Capability Team to explore this further [Learning & Development](https://staff.napier.ac.uk/services/hr/workingattheUniversity/LandD/Pages/LearningDevelopment.aspx)
* [Employee Assistance Programme](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Employee%20Assistance%20Programme.aspx)– staff can access this service immediately
* [Big White Wall](https://www.bigwhitewall.com/) – a safe community to support your mental health 24/7

Further guidance on understanding mental health problems and resources for staying well in isolation, coping if your partner is a key worker and tips for supporting young people can be accessed at [MIND](https://www.bing.com/search?q=https%3A%2F%2Fwww.mind.org.uk%2Finformation-support%2Fa-z-mental-health%2F&form=IENTNB&mkt=en-gb&httpsmsn=1&msnews=1&refig=108ae3370dcb45b5d1b9628508524aa2)

**CoviD-19 - Test & Protect and Self Isolating**

**Covid-19 Symptoms**

It is absolutely essential that if a staff member, or someone they live with, or someone they have been in contact with develops Covid-19 symptoms, they must not attend work and should self-isolate in accordance with current [Government's guidance](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/who-needs-to-self-isolate/). Covid-19 symptoms are:

* fever, particularly a high temperature (i.e. a temperature of 37.8 degrees or over);
* new continuous cough; or
* loss of/change in sense of taste or smell,

Any member of staff who displays symptoms at work should be sent home immediately and should contact the Test & Protect Service and arrange to have a test to see if they have Covid-19.

More information about how to get tested is available [here](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/staying-away-from-work/)

**Test & Protect Overview**

Scotland’s Test and Protect programme is a public health measure designed to break chains of transmission of Covid-19 in the community.

The NHS test people who have symptoms, trace people who may have become infected by spending time in close contact with someone who tests positive, and then support those close contacts to self-isolate. That means if they have the virus they are less likely to pass it on to others.

**What to do if a staff member becomes unwell with Covid-19 symptoms**

If an employee becomes unwell with Covid-19 symptoms at work, you should follow the steps below:

* The staff member should leave work to self‑isolate straight away and, if possible, wear a face covering on route and avoid public transport.
* Direct the staff member to www.nhsinform.scot or, if they can’t get online, call 0800 028 2816, to arrange to get tested.
* Until the staff member has been tested and told if it is safe to leave home, you should make sure that staff do not have to, or feel that they have to, come in to work. Staff should request an isolation note through NHS Inform - <https://111.nhs.uk/isolation-note>

**Staff member tests positive for Covid-19**

People who have tested positive for the virus will need to self-isolate for a minimum of 7 days.

NHS contact tracers will interview them and get in touch with people they have been in close contact with, and tell them they must self-isolate for 14 days.

 *If a contact tracer informs your staff member that they should isolate, you should help them to do so straight away. They may feel well, as the virus could still be incubating when they are asked to isolate. Some people who are asked to isolate may not become unwell, but they must stay at home and self-isolate for the full 14 days.*

Managers can ask staff to work from home if they are able to and are not unwell.

Managers should support the member of staff to ensure they can self-isolate and follow the government guidance. You should maintain contact with the staff member and ask them if they have arrangements in place or need help with picking up food, medicine or other essentials, as they will not be able to leave the place they are self-isolating at all. You should not ask someone isolating to come into work before their period of isolation is complete, in any circumstances.



**Key points:**

* Self-isolation may be required on more than one occasion.
* Anyone who has symptoms must self-isolate straight away, and use NHS Inform or call 0800 028 2816 to arrange a test.
* People who have tested positive for Covid-19 must self-isolate for a minimum of 7 days from the time their symptoms started.
* Close contacts of someone who has tested positive identified by an NHS contact tracer will have to self-isolate for 14 days. This could mean colleagues of an employee with symptoms may have been close contacts, and may be asked by the NHS to self-isolate if that employee does test positive.
* NHS contact tracers may require someone to self-isolate even if they have previously tested positive for Covid-19 and have recovered.

The success of Test and Protect as a public health intervention will depend on the continued willingness of everyone in the population to comply with these measures.

**Staff Sick or Self-Isolating and Unable to Work**

The normal Attendance Management Policy should be followed if staff are unable to attend work due to sickness absence.

**Covid-19 Sickness Absence**

A new absence reason has been created to enable the normal recording of this type of sickness absence. It is important that the University is able to monitor and report the rate of absence related to Covid-19 and identify and risk assess any staff groups or location affected and take any appropriate action.

If an employee is unable to work due to Covid-19 sickness absence, you should record their sickness absence in the normal way on HR Connect with the absence reason of Covid-19 selected.

Please note in line with the advice that people with symptoms should avoid going to their GP, the University has waived the requirement for the employee to obtain a fit note for sickness absence due to Covid-19.

**When a Staff Member Needs to Self-Isolate**

In line with Government guidance, there are three scenarios in which a staff member would have to self-isolate for an extended period and are detailed below:

* Staff member has symptoms of coronavirus
* Staff member has been informed by an NHS contact tracer that they have been in close contact with someone who has tested positive
* Staff member lives with a person who has symptoms or has tested positive

They need to self-isolate straight away and should contact the NHS to arrange to be tested.

|  |  |
| --- | --- |
| Details of the Three Scenario in which a staff member would have to self –isolate for an extended period | Government Guidance Provided on each Scenario |
| 1 | Staff member has symptoms of coronavirus | * If the test is positive, they need to continue to self-isolate for 7 days from the time their symptoms started. If they feel well enough after 7 days, and have not had a high temperature for 48 hours (without taking any medicines to treat a high temperature) they can return to work. It is not unusual for people to feel unwell for longer than 7 days even in milder cases.
* If the test is negative, they can return to work when they feel well enough.
* Some workers may be tested without experiencing symptoms, and if they are confirmed to have the disease asymptomatically they would self-isolate for 7 days from the date of the test.
* If for any reason they cannot access a test, they need to continue to self-isolate for 7 days from the time their symptoms started. They can then return to work if they feel well and have not had a high temperature for 48 hours (without taking any medicines to treat a high temperature).
 |
| 2 | Staff member has been informed by an NHS contact tracer that they have been in close contact with someone who has tested positive | * They need to self-isolate for 14 days.
* Employees can be asked to work from home if they are able to and are not unwell.
* If they develop symptoms within the 14 days, they need to stay at home for 7 days from the day their symptoms began. They should do this even if it takes them over the 14-day isolation period.
 |
| 3  | Staff member lives with a person who has symptoms or has tested positive | * Follow advice above for those who have been told by the NHS they have been in close contact with someone who has coronavirus.
* If the person with symptoms tests negative, everyone in the household can end isolation and the employee can return to work.
 |

## New Staff (Homeworking or On Campus)

We recognise that starting a new role in the University in the current circumstances may be challenging for new members of the team and for the manager.

The traditional staff induction of meeting people, getting settled in and making connections with others may not be possible. As a remote worker or staff member working on campus with restrictions in place it could feel more difficult and unsettling. It is therefore important that managers make contact as soon as possible to start a virtual induction or if on campus meet the staff member face to face in a social distance way.

**Points to Note:**

* You will be issued with an on boarding checklist to deliver remotely.
* All staff will receive the normal induction checklist via HR Connect. You should ensure that staff are given the appropriate support and time to complete this.
* You should liaise with the Health and Safety team and IS at an early point to ensure that the necessary equipment is available for the new member of staff for the first day of their employment – either to support remote working on, or off campus.
* In addition to the normal local remote induction process, you should also register the new member of staff to attend the virtual induction workshop. This virtual induction has been created to support new staff in their first few weeks and provide an overview on the guidance for staff as to the development.

**Leavers (Homeworking or On Campus)**

For staff members on campus the normal leaver’s process should be followed**.**

Staff who are homeworking will require their manager to make individual arrangements with the staff member to arrange either for delivery or for collection of the University equipment issued and liaise with IS to ensure they can record the return of the equipment and make any necessary security arrangements to repurpose the equipment if required by another staff member.

**Complying with Government Guidance and Health & Safety**

We all have a personal and individual personal responsibility for health and safety. In particular, the following points should be noted:

* Staff must follow health and safety requirements at all times (including use of personal protective equipment)
* All staff have a duty to protect their own health and safety, as well as that of their colleagues.
* The University has put place a number of health and safety measures to ensure the workplace is safe and to minimise any risk to colleagues. This includes measures for social distancing, hygiene, provision of equipment where it is required such as gloves and masks, cleaning regimes and guidance on how to access, exit and move around buildings. It is crucial that all staff follow health and safety requirements when they are on site.
* Health and safety requirements are likely to change in line with Government guidance. Managers and colleagues must keep themselves up-to-date with all information and requirements in the University concerning health and safety. Managers should brief staff and ensure information is easily accessible, for example using notice boards where staff do not regularly access emails.
* Managers must be vigilant as to any potential infringements or poor practice including where staff are risking their own safety, or that of their colleagues, students or visitors to the University. Managers must tackle any concerns immediately and, if required take advice from HR or the Health and Safety Team.
* Managers should also be mindful that staff may be anxious about returning to work and should ensure that they have an ongoing dialogue with staff who express any concerns.

**Reporting H&S Concerns**

Should either managers or staff have concerns about any aspect of health and safety, they must raise these immediately with their manager and in the event, where advice is required, they should contact the Health and Safety Team or submitted via coronavirusqueries@napier.ac.uk

**Accidents, Security and Other Incidents during Covid-19**

In an emergency, for example, an accident or fire, people do not have to stay socially distancing apart from if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

**Learning & Development**

During the current period of lockdown and homeworking, the Learning & Development team have continued to support colleagues by moving the regular L&D provision online.

New virtual workshops include an induction welcome for new staff, Planning your Personal Development, Managing Virtual Teams and also My Contribution for People Managers. As we continue to work from home, further workshops will be added for all staff delivered in a virtual format, including Priority Management, Effective Email Communication and Managing Virtual Meetings.

A new programme called People Manager Essentials Programme for colleagues with line manager responsibilities is being launched. To find out what else is available, please visit our [L&D page](https://staff.napier.ac.uk/services/hr/workingattheUniversity/LandD/Pages/Online-Staff-Training-Events.aspx)

Another option for you and your team to explore is virtual learning and development, is to visit open access learning online. There is a plethora of open access learning available, much of it free. [Here are some of the best](https://staff.napier.ac.uk/services/hr/workingattheUniversity/LandD/Pages/External-resources-online-courses.aspx)



Appendix 2 - Wellness Action Plan (WAP)

MIND has developed a framework to assist people to manage their mental health and wellbeing at work. A Wellness Action Plan (WAP) can help people to support their mental health by reflecting on the causes of poor mental health and by taking ownership of practical steps to address them. It also helps to open up dialogue about mental health between employees and their managers leading to an improved understanding of needs and experiences, which potentially results in the provision of better support.

A WAP can be completed at any time. They are optional and employees should only provide information that they are comfortable sharing. They can be particularly helpful during any period of sickness absence or phased return to work process where the employee has been off work due to a mental health problem. They provide a structured framework for conversations around what support might help them and help them stay well.

|  |
| --- |
| 1. **How does your mental health problem affect you? How might your symptoms affect your work?**
 |
| 1. **Are there any situations at work that can trigger poor mental health for you and early warning signs that we might notice?**

 |
| 1. **What support or adjustments could we put in place to minimise triggers or support you to manage your symptoms at work? Is there anything we should try to avoid doing?**
 |
| 1. **If your health deteriorates, or we feel we have noticed early warning signs of distress, what should we do? Should we talk to you discreetly or contact someone else?** *Please include contact names and numbers for scenarios when your health changes in a minor way and you are still able to get into work.*
 |
| 1. **What steps can you take? Is there anything we can do to facilitate them?**
 |
| **Employee Name and Date** |  |
| **Manager Name and Date** |  |