**Returning to Campus Life**

**Staff FAQ’s**

The University is currently planning a safe, organised and phased return to some on-campus activity over the coming months. The safety, physical and mental health and wellbeing of all our staff and students is of paramount importance and is the first consideration when planning a return to working on campus. Planning will take account of the fact that the impact of working from home or returning to working on campus will be different for different people.

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

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| Latest Medical information |
| **Where can I get the latest medical information and advice?** | * [**Health Protection Scotland**](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/)
* [**Public Health England**](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)
* [**NHS Inform**](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)
* [**World Health Organisation (WHO)**](https://www.who.int/)
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| Preparing to return |
| **What is being done to make the University safe?** | Prior to reopening, all 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, arranging a deep clean and increasing ventilation by opening windows. Before working on campus is resumed, we will ensure the safety of the workplace by carrying out detailed Covid-19 risk assessments, in line with the Health and Safety Executive (HSE) guidance and in conjunction with the Health and Safety team. The assessments will consider government guidelines on physical distancing and will implement measures and procedures to keep staff and students safe. These will 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. The provision of hand sanitisers will be increased and available throughout each campus and at entrance and exit points. Physical distancing will be supported across all campuses through floor markings, signage and one-way systems, which will be reviewed/updated on a regular basis.  |
| **When will I know when I should return to the campus to work?** | This is an evolving situation and advice will continue to be updated based on government advice. The default position remains that those who are able to work from home should continue to do so. The University is however making plans for a gradual return to campus in line with the Scottish Government Covid-19 route map.Your manager will talk to you about your own situation so that any needs you have, or changes in your position since lockdown began, can be taken into account in the local plans for returning to campus working. If you have any concerns, you should raise these with your manager. If you can work from home effectively, you should continue to do that until you are asked to return. If your work activity is essential and cannot be completed from home or a physical presence is required on campus for business continuity, you may be asked to return to campus if you are able to do so.  |
| **What information will I receive before I return?** | You will be informed of the new University-wide procedures for arrival and leaving campus, and new campus-wide working arrangements to keep staff and students safe. Your manager will provide you with information about any changes that are being made locally and what this might mean for where, and how you work. Your manager will discuss any planned adjustments to your workspace, new ways of working and health and safety procedures that will be in place when you return. They will share any new and revised policies and procedures with you and you will be asked to complete any outstanding mandatory online training before you return.  |
| **Will I receive training on new Health and Safety procedures?** | You will be required to complete an induction before returning to campus which will explain how to maintain a safe environment, health and safety procedures to follow and information about safe working practices. You will receive further information about this from the Health & Safety team. |
| **Will my normal working practices be the same?** | In order to maintain safe working practices and the required physical distancing on campus, it may be necessary to make some changes to your normal working practices as part of the risk assessment process. For example, you may be asked to work part of the time on campus and part of the time at home. Some staff may be asked to work different work patterns, for example if they share an office. It may be necessary to balance shifts across a team to take into account of caring responsibilities and individual requirements. Your manager will discuss any changes with you in advance and consider any concerns that you may have. |
| **Can I do a combination of home working and campus-based work?** | Different colleagues will return at different times, and it is highly likely that returns to campus will be staggered over a number of months with people working both on campus and at home for periods of time. It is also likely that there will be rota systems in place for people to work on campus. We will continue to monitor the guidance and will provide updates to all colleagues as often as appropriate. |
| **I can work from home effectively, but I would like to return to campus. Am I able to do that?** | We understand that many staff are keen to return to campus for a range of reasons, however whilst government guidance states that wherever possible employees must continue to work from home, you should continue to do so if you have not been asked to return to campus. In order to maintain a safe working environment, it is vital that the number of staff on site is carefully controlled and that staff only attend work if they have been asked to do so. We will continue to review the guidance and respond to any changes accordingly.Exceptionally, there may be circumstances due to your wellbeing or personal household conditions whereby a return to campus may be considered. The relevant SLT member must approve this. If you need to access any of our campuses for short periods of time, whether it’s for half an hour to use a printer or collect a piece of equipment, or longer to undertake necessary tasks.Short-term access (up to 30 minutes) no longer needs approval from your line manager, but if you’ll be on site for longer than this, or require general access, you must get authorisation from them in advance.You can book a slot for either type of access via the Building Access App in Microsoft Teams, using [this step-by-step guide](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/Building%20Access%20Application%20Guide.docx). |
| **I work in a front-facing role, what measures are being put in place to protect me?** | Visible social distancing measures are being implemented across the campus. For example, in some areas temporary barriers will prevent people coming too close to desks. It may be appropriate for Perspex shielding to be put in place. Entry to high traffic areas will be regulated to keep the numbers of people in the space as low as possible. Appropriate queueing arrangements will be clearly laid out within these areas to ensure social distancing.  |
| **I share an office and it will be difficult to socially distance, what should I do?** | You should continue to work from home if you can, but if you are asked to return to campus, a rota system should be agreed with manager to reduce the number of people in the office at any one time and ensure that the required social distancing can be maintained. You may be asked to work at a different desk in order to maintain safe distances. |
| Returning to campus |
| **How do I ensure that I keep safe when I return to campus?** | You should ensure that you familiarise yourself with, and follow, all the health and safety guidance that has been [issued](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/Pages/HealthSafety.aspx) to you and that is displayed in the University buildings. You should also continue to follow the current NHS advice to maintain good hand, respiratory and personal hygiene:* Frequently clean your hands, for at least 20 seconds using soap and water or an alcohol-based hand sanitizer.
* When coughing or sneezing, cover your mouth and nose with a tissue, throw it in the bin and then immediately wash your hands for at least 20 seconds (check guidance and be consistent throughout the document).
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| **How will the number of people on campus be monitored?** | There will be a strict signing in and signing out process at the entrance to all campuses in addition to a number of electronic booking systems that are being introduced to book specific rooms and spaces across the University. |
| **What changes have been made to kitchen areas?**  | Communal kitchens and tea preparation areas will have the relevant cleaning signage in place. It is recommended that everyone washes their hands thoroughly when they enter a kitchen area. It is also recommended that you bring in and use your own cutlery/crockery, rather than using shared items from the kitchen. It is important that everyone cleans up and removes all cups/plates/cutlery immediately after use and maintains cleanliness of the area. Cleaning materials will be available for wiping down and cleaning surfaces and all materials should be disposed of in the bin provided.Tea and food preparation must be ‘one in, one out’ and all touch points cleaned down using the cleaning fluid/towel or wipes provided. All materials should be disposed of in the bin provided. |
| **What changes have been made to toilets?** | Hand sanitisers will be placed outside toilet areas. Multi-occupancy toilets will change to a ‘one in, one out’ system with one cubicle available for each toilet. Urinals will be removed from use.  |
| **How regularly will the campus be cleaned?** | The cleaning teams will provide increased cleaning regimes focusing on touch points throughout the estate. Hand sanitisers will be placed on stands or wall mounted at the entrances to 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.There will be sanitising wipes across work areas with the occupants taking responsibility to use and dispose of the wipes as directed.  |
| **What catering facilities will be available?** | There will be a takeaway service available at the end of July for snacks and coffee. For trimester 1, there will be a 6-week menu cycle which will be a click and collect service to reduce queuing. All catering outlets will be cashless.  |
| **Will staff be expected to wear face masks on campus?** | Facemasks, whilst not mandatory on campus, have been ordered and will be made available to staff and students with appropriate guidance. We will continue to review our position on face coverings in line with public health and Scottish Government guidance. |
| Vulnerable Groups |
| **I am considered to be in a vulnerable group. What should I do?** | If you are at a higher risk in relation to illness from Covid-19 and in one of the vulnerable group categories, you should follow the advice below. We would ask both managers and staff to be supportive, flexible and creative in their approach to finding solutions in the current circumstances. * **Extreme high risk and shielding**

If you are in this category and have been advised to shield, you should continue to work from home for the duration of your shielding period. The Government Retention scheme (Furlough) may already be in place for you and if so, this will continue until you are further advised. If you are unable to conduct your normal duties from home and were not eligible to be furloughed, your manager may ask you to undertake alternative duties or project work (within your skill set and grade) which may be completed at home. The latest NHS guidance on shielding measures is available [here](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding)* **At higher risk of severe illness**

This group includes people who are pregnant, aged 70 or over or who have specific underlying health conditions. 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). If you are in this category and able to work from home, you should continue to do this until you are further advised.If your role is deemed to be essential and you are required back on campus, you will not be asked to return until the required physical distancing measures are put in place to support your safe return to work. In this situation, an individual risk assessment will be completed to determine to assess this, consider any individual concerns that you may have and identify if any additional control measures are required.If your role is not required back on campus and you are unable to do your normal duties at home, then it may be reasonable and appropriate for your manager to ask you to undertake alternative suitable duties, with appropriate direction, support, training, equipment and physical distancing measures in place. In this situation, an individual risk assessment would be required to determine if this is the case. |
| **I live with someone who is in a vulnerable group. What should I do?** | * **Extreme high risk and shielding**

If you live with someone who has been advised to shield we recognise that you may be concerned about returning to working on campus. Staff in this situation, if not required back on campus, should continue to work from home where this is possible.If you are unable to do your normal duties from home or your role is deemed essential and required to return to campus, you should raise and discuss any concerns with your manager. Your manager will review the relevant risk assessment and working practices for your area to ascertain whether it offers sufficient opportunity for physical distancing and reassurance for you.It may be appropriate to complete an individual risk assessment for you to ensure that your risk of potential infection is minimised through for example changes to tasks, duties and ways of working or work patterns. * **At higher risk of severe illness**

If you live with someone in the higher risk category (notably people who are pregnant, over the age of 70 or have a specific underlying health condition) we recognise that you may be concerned about returning to working on campus. Staff in these circumstances, if not required back on campus, should continue to work from home where this is possible.If you are unable to do your normal duties from home or your role is deemed essential and required on campus, you would be expected to return to campus. However, if you have any concerns, you should raise these with your manager. If you are unable to do your normal duties from home or your role is deemed essential and you are required to return to campus, you should raise any concerns with your manager. Your manager will review the relevant risk assessment and working practices for your area to ascertain whether it offers sufficient opportunity for physical distancing and reassurance for you.It may be appropriate to complete an individual risk assessment for you to ensure that your risk of potential infection is minimised through for example changes to tasks, duties and ways of working or work patterns. |
| **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 (who the government have advised are statistically in a higher risk group for Covid-19).Staff should discuss specific needs with their manager and an individual risk assessment should be completed. |
| Caring responsibilities |
| **I have caring responsibilities, can I continue to work from home?** | The University appreciates that the closure of schools and nurseries and potential difficulties accessing normal childcare arrangements (such as grandparents, childminders) may present challenges for staff who are asked to attend work. It is recognised and appreciated the efforts people are going to in order to continue to fulfil their role while balancing other responsibilities and where possible, the University are keen to support and facilitate alternative arrangements that allow staff to do this. If you have caring responsibilities and can undertake your role from home, you should continue working from home, unless your manager informs you that you are required to return to campus. If you are required to return to campus and have concerns about caring responsibilities, you should raise these with your manager so that potential alternatives can be discussed. These may include different working patterns, working days/hours, potential amendment of duties to another role or consideration whether some aspects of the role could be re-prioritised.If you still have concerns, the following options are available which may help you manage during the current circumstances:* **Annual Leave** – You can request a period of annual leave or weekly set days of annual leave. 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** – You can request a period of unpaid leave from one week up 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 don’t feel well. Should I continue to stay away from campus? | If you have a high temperature and/or new continuous cough or a loss of/change in sense of taste or smell (the main symptoms of Covid-19), it is essential that you do not attend work and self-isolate. If you live with someone who displays these symptoms, you should also stay at home and self-isolate in accordance with current [NHS guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection)You should contact the [Test and Protect Service](file://napier-mail.napier.ac.uk/staff/Human%20Resources/Departmental%20Data/humanres/CORONAVIRUS/Returning%20to%20work/Test%20and%20Protect%20Service) to arrange to have a test to see if you have Covid-19. You should follow [NHS guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection) and stay at home until it is safe for you to return to work. You should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note). You should not come into work before your period of isolation is complete, in any circumstances. The normal University’s Attendance Management Policy should be followed if you are unable to work due to sickness absence.  |
| I don’t feel well at work, what should I do? | If you are displaying Covid-19 symptoms (new, continuous cough, fever or loss of, or change in, sense of smell or taste) you should go home immediately and, if possible, wear a face covering on route and avoid public transport. You should contact the [Test and Protect Service](file://napier-mail.napier.ac.uk/staff/Human%20Resources/Departmental%20Data/humanres/CORONAVIRUS/Returning%20to%20work/Test%20and%20Protect%20Service) to arrange to have a test to see if you have Covid-19. The Test and Protect team will contact the University with further advise.You should follow [NHS guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection) and stay at home until it is safe for you to return to work. You should request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward a copy to the HR team at humanrsources@napier.ac.uk. You should not come into work before your period of isolation is complete, in any circumstances. The normal University’s Attendance Management Policy should be followed if you are unable to work due to sickness absence. |
| Transport |
| I don’t want to travel on public transport, but have no other options, what should I do? | You should discuss your travel arrangements with your manager and share any concerns or anxieties that you may have regarding these arrangements. You may wish to consider alternative options such as cycling or walking to campus, or working from your nearest campus. Additional bike racks and staff lockers will be available on campus. The University operates a salary sacrifice bike to work scheme which may be of interest to some staff. More information on this staff benefit can be accessed at [Bike to Work. All](https://staff.napier.ac.uk/services/hr/workingattheUniversity/benefits/Pages/Bike-To--Work.aspx) Edinburgh Napier staff and students can also get a 4-month back to work cycle pass from [www.edinburgh](http://www.edinburghcyckehire.com)cyclehire.com, as well as being entitled reduced annual membership. If your only option is to use public transport, consideration can be given to altering your working times or patterns to better work within limited public transport timetables, or so you can travel on public transport at quieter times. |
| What extra precautions should I take if I have to take public transport? | You should follow the [government guidance](https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/) on safely accessing public transport through good hand hygiene, respective physical distancing, using face coverings and avoiding busy times.  |
| Can I park in the campus car parks without a parking permit? | During July and August when there will be a very limited number of people working on campus, staff can park in the University car parks without the requirement to hold a valid parking permit.It is important to note, that if staff are travelling to work by car, they must not car-share with anyone outside their own household.Free parking on site is also being offered until the start of term on the 7th of September |
| Test and Protect |
| I have been contacted by the Test and Protect scheme and have been asked to self-isolate, what do I need to do? | [NHS Scotland's Test and Protect](https://www.nhsinform.scot/campaigns/test-and-protect) works by identifying who has Covid-19 and who they have had close, recent contact with to break chains of infection and stop the spread. The NHS will test people who have symptoms, trace people who they have had close, recent contact with, let those people know they may be at risk, request them to self-isolate and offer a test if appropriate. If you have are requested to self-isolate because NHS Test and Select have told you that you have had close contact with someone who has Covid-19, you should stay at home. You should work from home if you are well, and able to. You should not come into work before your period of isolation is complete, in any circumstances. Further information on when and how to self-isolate is available on the [NHS Scotland website](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection). |
| Do I require an Isolation note if I need? to self-isolate? | Yes, if you are required to self-isolate you request an isolation note via [NHS Inform](https://111.nhs.uk/isolation-note) and forward a copy to the HR team at humanrsources@napier.ac.uk.  |
| Travel |
| I plan to travel abroad but may need to self-isolate on my return to the UK. Can I work from home? | The latest information on travel can be found on the [UK Government website](https://www.gov.uk/uk-border-control). Information specific to Scotland can be found on the [Scottish Government website](https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/).Careful consideration should be given prior to making any travel plans. You should check the official information for travellers from the Foreign & Commonwealth Office [here](https://www.gov.uk/foreign-travel-advice) and Scottish Government Advice [here](https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/).Whether you can work from home or not, will be dependent upon your role and the requirements to be on campus. Given the continually changing circumstances you should discuss your intended travel plans with your line manager in advance so as you can discuss the advice and guidance available at that time and both be clear on the potential implications upon returning to the UK.If you choose to travel and are required to self-isolate for 14 days when you return, you should continue to work from home where this is possible. If you are unable to carry out your role from home or you are required to work back on campus but are unable to do so due to self-isolating, then it would be expected that you will use either unpaid leave or annual to cover the periods of time that you are unable to carry out your role.  |
| Support |
| I feel too anxious to return to campus, what are my options? | It is important to remember that the campus is very safe. The risk comes with large numbers of people returning to campus which is why we are managing this process extremely carefully. It is understandable to feel apprehensive about returning to work at this stage, but you can be assured that a huge amount of work is taking place before people are being asked to return to campus to ensure that appropriate arrangements are in place. You should speak with your manager about your specific concerns as they will be able to reassure and support you. It may be appropriate to seek a referral to the University’s Occupational Health Service to establish if there are any further reasonable measures that could be put in place to support your return. The University is working closely with the trade unions on these arrangements, so you can also seek advice from a trade union representative. |
| What support is available? | * All the University’s resources and support can be found at [Mental Health and Wellbeing](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/MentalHealthandWellbeing.aspx)
	+ University support groups are also available to staff: [Carers Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/Carers-Network.aspx), [Women's Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/Women%27s-Network.aspx) and [LGBT+ Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/LGBTNetwork/Pages/LGBTNetworkHome.aspx)
	+ [Mental Health Champion Network](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Mental-Health-Champion-Network.aspx) - this a network of staff who have undertaken the Scottish Mental Health First Aid at Work course and have identified themselves as someone who is willing to speak to a member of staff in a crisis, to listen and to signpost them to the right support they require. There are named individuals for each campus and the list is on the Health and Wellbeing intranet page.
	+ The Health and Wellbeing Workplace Community and details of many [External Resources](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/External-Resources.aspx)
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| 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.  |
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