








Return to Campus FAQ's

The following Frequently Asked Questions have been created based on questions that were raised through facilitated focus groups and also from staff over the last few months, as we have been preparing for more presence on campus.

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Government Guidance and Health and Safety

<p>What is the current Scottish Government Guidance on returning to work and hybrid working?</p>	<p>The University closely monitors the updated guidance from the Scottish Government both on how to continue to keep people safe as we learn to live with COVID-19 and also on safely returning to work. The latest guidance can be found here:</p> <ul style="list-style-type: none">✔ Scottish Government Safer Workplace Guidance✔ Scottish Government Covid-19 Website✔ NHS Inform✔ Health Protection Scotland
<p>What is the current advice regarding protecting from COVID-19?</p>	<p>All covid rules and restrictions have been lifted in Scotland, but the virus has not gone away.</p> <p>Use 'Covid sense' to help protect yourself and others</p> <ul style="list-style-type: none">✔ get the vaccine and/or the vaccine booster✔ You should stay at home and avoid contact with other people if you have symptoms of a respiratory infection such as coronavirus and have a high temperature or do not feel well enough to go to work or carry out normal activities. See the NHS Advice page for more up to date guidance.✔ Where possible open windows when socialising indoors✔ wash your hands regularly, and cover your nose and mouth if coughing or sneezing✔ wear a face covering in indoor public places and on public transport✔ work from home as well as the campus if you can – The University will continue to follow the safer workplace guidance <p>Please note the above response is in line with current government guidance and will be updated to reflect changes as we are notified. Please also refer to the Scottish Government Covid-19 Website for updates.</p>
<p>What Health & Safety measures are still being taken on campus?</p>	<ul style="list-style-type: none">✔ Face Coverings – Face coverings are no longer legally required in indoor spaces, including all our university premises, however, the Scottish Government strongly recommends that you continue to wear a face covering in crowded and enclosed spaces. See Health & Safety intranet pages for the most up to date guidance and also refer to the Scottish Government Covid-19 Website for updates.✔ Lanyard / Badges - To protect vulnerable / at higher risk staff and students, we expect all staff and students to respect those members of



	<p>our community and especially those who are either wearing a lanyard or badge, or request that others keep a safe social distance.</p> <ul style="list-style-type: none"> ✔ Risk Assessments – Schools and Departments should continue to maintain relevant risk assessments and make these available to staff. ✔ Room Ventilation – where possible, windows should continue to be opened to aid with ventilation.
Where can I find a list of first aiders/ fire officers on campus?	<ul style="list-style-type: none"> ✔ An up-to-date list of First aiders can be found here. ✔ An up-to-date list of Fire Wardens can be found here.
What air quality and ventilation checks have been carried out and which ones will be continued on an ongoing basis?	<p>The University have undertaken all the recommended precautions as per the HSE, CIBSE and government web sites which included ensuring all filters on Air Handling Units were clean, initially undertaking a full replacement and will now continue to follow the Yearly Plant Preventative Maintenance regime as per SFG20 Standard.</p> <p>All areas have been inspected by an independent external consultant with reports on CO2 levels with the AC system and natural ventilation and no issues being raised, and a recommendation that we continue to follow the yearly SFG20 plan as detailed above.</p>

IT and Equipment

What happens if I forget to bring my laptop to work?	Don't worry, there will be desktop devices in some shared areas, such as the library, which can be accessed using your normal login credentials. Any files you have stored centrally, including H:, S:, X: Drive, SharePoint including Teams, or in OneDrive will be available to you.
I want to run/host hybrid meetings where some people are online and some on campus - are there rooms available with this technology?	There are some spaces that already have that capability, mainly in classrooms and smaller meeting rooms. We are adding this information to Resource Booker so you can see what equipment is available in each space. We are also adapting larger spaces so that hybrid meetings can be run successfully with full participation by all attendees.
I took an office chair home at the start of the pandemic - can I keep it there for when I work from home, or do I need to bring it back?	If you have taken a chair home you can continue to use this at home if you are working in a hybrid way. Chairs will be allocated to each desk within each office for when you return to campus.
I took IT equipment home at the start of the pandemic - can I keep it there for when I work from home, or do I need to bring it back?	The End User Device Policy shows what equipment will be provided as standard including items you can request or retain for home-working. If the equipment you took home is consistent with this, and your line manager agrees, then it can be retained. To help us understand the IT equipment you took home please contact isservicedesk@napier.ac.uk and let them know



	what you currently have so as we can hold an up-to-date register of equipment.
I will be using a desktop PC on campus but it doesn't have a webcam, mic or speaker - how can I take part in online meetings if on campus?	The managed laptop service includes a web cam which can be used for online meetings. We will, in due course, be removing the majority of desktops, but can enable them with webcams in some circumstances. If you do not have a managed laptop, you can request one here . Headsets can be ordered via the standard equipment request form through Unidesk .
I need to use a phone for my role to make external calls – how can I have one if I've got a shared desk?	We provide all users with software to make and receive calls from their managed laptop using their existing direct dial (office) phone number. This has been installed as standard. You can find more information on how to use the software here .
I've heard new starts won't be allocated phones - are all phones being removed?	We provide all users with software to make and receive calls from their managed laptop. The line manager should request that a phone number is allocated for any new start who needs one via the appointment form in the normal way.
I've heard that everyone will be using a laptop and docking facility when they return to campus, is this true?	The End User Device Policy explains the standard workspace that will be made available to all staff, dependent on role. As the majority of staff are now equipped with a managed laptop, we will set-up offices to enable those devices to be used effectively, including the provision of additional monitors, docking facilities, keyboards, etc. This will replace the current desktop estate. It should be noted that there will be a phased approach to rooms being set-up with this equipment.
How does replacing desktop PCs with managed laptops align with our sustainability strategy?	The new End User Device and Hardware Refresh Policies are written with sustainability as a major factor. As we move towards a more hybrid working model, the managed laptop will facilitate (where appropriate) a single-use device irrespective of your workplace. We then aim to recover staff PCs which will be used to replace older student PCs. Those PCs that are beyond four years old, will then be recycled by a contractor and redistributed to charitable causes, or decommissioned and the parts recycled sustainably.

Absence

I feel unwell, should I attend campus?	<p>You should determine if you feel well enough to attend campus, if you don't, a sickness absence should be reported in line with the Attendance Management Policy.</p> <p>You should stay at home and avoid contact with other people if you have symptoms of a respiratory infection such as coronavirus and have a high temperature or do not feel well enough to go to work or carry out normal activities.</p> <p>See the NHS Advice page for more up to date guidance</p>
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<p>If I'm unwell but feel well enough to work from home, will this be allowed?</p>	<p>Looking after your health and wellbeing is important so you should first assess whether or not you are really fit to work. Working through illness may in fact prolong or make an illness worse so this should be factored in. If, however, you believe that you are well enough to work from home please discuss and agree this with your line manager.</p>
<p>How should I record sickness absence when working from home?</p>	<p>Sickness absence while working from home should be reported in the same way as absence if you were due to work on campus. You should call your line manager to notify them in line with the Attendance Management Policy. Your line manager will then open the relevant absence via HR Connect.</p>
<p>I am experiencing ongoing symptoms from Covid-19, what should I do?</p>	<p>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.</p> <p>If you are experiencing ongoing symptoms from Covid-19, you should discuss this with your manager and contact your GP for advice.</p> <p>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.</p> <p>The University has recently set up a long covid support group. Contact Claire Biggar, Inclusion & Wellbeing Consultant for details.</p>
<p>Other</p>	
<p>I am no longer on campus every day, do I still need a parking permit or will booking spaces be available for use?</p>	<p>Temporary permits are still in place and if you wish to park on Campus, you must have a permit to allow you to do so. These are currently still free of charge. If you have any queries regarding your ability to park on campus, please contact car.parking@napier.ac.uk</p>
<p>Can I claim for heating, lighting and broadband expenses while working home?</p>	<p>Your contractual workplace is classed as one of the University campuses. If you opt to work at home and this is agreed in line with the Hybrid Working Principles, as from 06 April 2022 you will be unable to claim tax relief on any household expenses which you might occur whilst working at home. As a result of the pandemic, millions of people were told to work from home over the last two of years, so to help cover the extra costs, HMRC allowed you to claim tax relief over the 2020-2021 and 2021-22 tax years. If you have not already claimed, you can still make claims for both years and HMRC will accept backdated claims for up to four years. You can claim here.</p>
<p>What happens if I refuse to return to work on campus?</p>	<p>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.</p>



	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.
Can I work abroad when I don't need to be on campus?	Working outside of the UK, completing UK based work, is a complex issue due to tax and employment law legislation, so it is vital that you determine if this is possible before carrying out any work outside of the UK, even for a very short period. Speak to your line manager or contact humanresources@napier.ac.uk . Each request is assessed based on the individual circumstances.
Are the kitchens now fully open across each of the floors?	Yes, all staff kitchens are fully operational, however please be considerate of colleagues and be mindful of the number of people in smaller spaces.
Are the gyms open for use?	ENgage is open as normal and available for use. Memberships are also available.
Are the toilets now all fully operational	Yes, all toilets are fully operational, however please be considerate of colleagues and be mindful of the number of people in smaller spaces.
Have the water fountains been reopened?	Yes, the water fountains have now been reopened. Please note the Health & Safety information displayed at each fountain.

Support

I am feeling anxious about returning to the office, what support is in place for me?	<p>All the University's resources and support can be found at Mental Health and Wellbeing</p> <p>University support groups are also available to staff: Carers Network, Women's Network, LGBT+ Network, Armed Forces Network, BAMEish Network and Interfaith Network</p> <p>The Mental Health Champion Network is a network of staff who have undertaken the Scottish Mental Health First Aid (SMHFA) course OR the Applied Suicide Intervention Skills Training (ASIST) and have identified themselves as someone who is willing to speak to a member of staff in a crisis, to listen and to signpost them to the right support they require. There are named individuals for each campus and the list is on the Health and Wellbeing page.</p> <p>The Health and Wellbeing Workplace Community and details of many External Resources</p>
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You can also seek support by contacting the HR Team or by speaking to your Trade Union Representative.

