# Return to Campus – Guidance Overview

A range of guides and associated tools are in place to support leaders in managing the return to campus (and beyond). This document serves to collate these disparate elements into one convenient location to give broader oversight and quick access to the relevant guidance/tools as they are required. Below is a toolkit view of all related elements, followed by some case specific process flows based on common/expected scenarios. Relevant sections link directly to the latest version of the guidance/tools/resource etc. Whilst some elements may only apply in certain circumstances, the elements in **lavender** are likely to be the main sources of guidance.

## Contextual Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Coronavirus FAQs</td>
<td>Live FAQs updated regularly and giving general guidance and positions on non-standard policy issues</td>
</tr>
<tr>
<td>Latest Scottish Government Advice</td>
<td>The Scottish Government’s website linking to latest advice/positions</td>
</tr>
<tr>
<td>UofG Recovery Principles</td>
<td>The University’s recovery principles, framing our approach as we move beyond COVID restrictions</td>
</tr>
<tr>
<td>Glasgow Anywhere (IT Support &amp; Guidance)</td>
<td>A hub to access IT tools, support and guidance (particularly aligned to remote and hybrid working)</td>
</tr>
<tr>
<td>Coronavirus Information for Students</td>
<td>The University’s general coronavirus information page for students, linking to a broad range of resources which staff may also wish to view</td>
</tr>
<tr>
<td>Learning &amp; Teaching Planning (Project Aurora)</td>
<td>Information, plans and updates from Project Aurora in relation to support for timetabling and teaching in 2021/22</td>
</tr>
<tr>
<td>Research Support Resources</td>
<td>COVID-19 information and support relating to research and research funding</td>
</tr>
<tr>
<td>Job Retention Scheme</td>
<td>Resources relating to the University’s use of the Governments ‘furlough’ scheme – ceasing at the end of September 2021.</td>
</tr>
<tr>
<td>Health &amp; Wellbeing Resources</td>
<td>A collection of health and wellbeing links and resources, including Togetherall (online mental health community) and our Employee Assistance Programme</td>
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## Pre-Return

- **Return to Campus – Guidance for Managers**
  - A dedicated guide to support leaders through a step by step approach to managing the return to campus for individuals and/or teams. Includes additional scenario based guidance.
  - A moodle course highlighting the health & safety arrangements implemented on campus. Staff should complete before any return
  - The University’s existing Flexible Working Policy. Whilst hybrid working will typically not require a formal request, colleagues may request other arrangements as part of their return. *(Could also apply routinely beyond the return)*

## During/Post Return

- **Managers Q&A Recording**
  - A recording of a Q&A session for managers to provide further guidance on the return to campus. Please note you must be logged into your University OneDrive to view the recording
  - Guidance on the steps to take in cases of suspected or confirmed coronavirus

- **Managing Attendance Policy**
  - Our Managing Attendance Policy to be applied as normal in cases of sickness absence.

- **Support for Staff with Caring Responsibilities Policy**
  - Our Support for Staff with Caring Responsibilities Policy which links to relevant support and provides for some paid leave (if eligible) for colleagues with caring responsibilities

- **Ours Emergency Time Off to Care for Dependents Policy**
  - Our Emergency Time Off Policy which permits eligible colleagues some paid time off to respond to emergencies (e.g. disruption in childcare)

- **Managing Hybrid Meetings**
  - Resources to support colleagues in running hybrid meetings

- **General Health & Wellbeing Resources**
  - A collection of resources to support staff in looking after their mental and physical wellbeing

## Additional Support

In addition to the outlined guidance and associated tools/links, case specific advice and support is available through various channels highlighted below:

- **HR Helpdesk**
- **Estates**
- **People & OD Business Partners**
- **Safety & Environmental Protection Service**
- **IT Services**

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