**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 scenario based guidance. 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.

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**Live FAQs updated regularly and giving general guidance and positions on non-standard policy issues**

**The latest advice and guidance from NHS Scotland**

**The Scottish Government’s website linking to latest advice/positions**

**A hub to access IT tools, support and guidance (particularly aligned to remote and hybrid working)**

**The University’s general coronavirus information page for students, linking to a broad range of resources which staff may also wish to view**

**COVID-19 information and support relating to research and research funding**

**A collection of health and wellbeing links and resources, including Togetherall (online mental health community) and our Employee Assistance Programme**

**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**

**A Health & Safety resource hub linking to risk assessment templates and guidance related to the return to campus**

**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)**

**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

**HR Helpdesk**

**Estates**

**People & OD Business Partners**

**Safety & Environmental Protection Service**

**IT Services**

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

**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.**

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

**Resources to support colleagues in running hybrid meetings.**

**A collection of resources to support staff in looking after their mental and physical wellbeing.**