

## **Return to Campus**

**Below details further information on a range of issues and questions you may have about your return to campus following the recent closure due to Covid-19.**

### **Staff FAQs**

#### **Is it safe to reopen – should the College wait a bit longer?**

Yes, it will be safe to reopen for the new academic year based on the Scottish Government's guidance. The Scottish Government has planned out how all sectors of Scottish society can begin to move on from lockdown and return to (near) normal life in a planned, phased and safe basis. This guidance is based upon the most up to date information available, including the assessment of the risks surrounding COVID-19 and the risks associated with living in lockdown. The College is and will continue to follow the official guidance available.

#### **Can I go back to my office/classroom to collect something/tidy up?**

If you need to collect something from your work area prior to the summer break, please discuss this with your manager so that a suitable day and time can be arranged if required.

#### **How/when will I know if I need PPE at work and which PPE is required for me/my students?**

Current guidance indicates that PPE is not required to be worn except where a risk has been identified.

Prior to your return to work, risk assessments will be carried out to ensure your safety. We will let you know if you are required to wear any PPE whilst at work. If this is the case, you will receive training (if required) on how to use the PPE and where it can be accessed.

#### **Will I be tested/my students be tested for Covid-19 before I come to on Campus/access College buildings (or regularly afterwards)?**

The College is following Scottish Government guidance on arrangements for *Test and Support*. This guidance doesn't currently require routine College-based Covid-19 testing as part of our reopening activities, but if this guidance changes then testing will be put in place as needed.

If you have any Covid-19 symptoms please do not come to work, you should isolate yourself and your family and let your manager know as soon as you can. You

should not return to work until you have had a test and been told it is ok to return under the Test and Protect Scheme.

You can arrange for a test by calling **0800 028 2816** or visiting [www.nhsinform.scot](http://www.nhsinform.scot)

### **What should I do if I think that a colleague or student is displaying COVID 19 symptoms while on campus?**

If you suspect a colleague or student is unwell and displays Covid-19 symptoms you should ensure they leave College and go straight home. If they are concerned that they have the Coronavirus they should seek further advice from the [NHS 111 online coronavirus service](#).

### **Will food be available on campus? Can I use the communal kitchen facilities?**

We are currently in discussions with Aramark to ensure that there will be a selection of food/snacks/refreshments available for students and staff for the return to campus in August.

### **Will there be parking restrictions?**

There will be no parking restrictions within any College carpark but we would encourage staff and students to observe social distancing guidance where required.

### **Will I be able to use a college vehicle if I need one?**

Yes, you will still be able to book/use college vehicles. To ensure your safety additional cleaning of vehicles will be carried out following each use.

### **Will I be able to adapt my working hours to work around my home commitments e.g. childcare/caring responsibilities?**

We understand how challenging it is juggling your work commitments with caring responsibilities. As previously shared, we encourage you to alter your working pattern to suit your circumstances. For example, working evening and weekends when you have additional help at home might work best for you? (if possible, for your role). Going forward you will still be supported to adapt your working hours to suit you. Please continue to talk to your manager about your circumstances and agree how to best to adapt your working pattern going forward.

### **Does the College support Childcare Vouchers should I require additional care?**

Childcare Vouchers from your salary are no longer available for new applicants as this scheme is now closed. However, there is another mode of assistance that staff

can access and review which is Tax Free Childcare. For more information visit [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)

### **What if I am shielding/someone in my household is shielding?**

If you or any other member of your household has been classified as “extremely vulnerable” please follow the official shielding/isolation guidance. This may mean you will not be able to attend College premises to work depending on what the guidance advises for your circumstances. We will support you and your family to follow the procedure and stay safe. Please contact your manager to discuss your options.

### **Scottish Government advice on shielding**

[Coronavirus \(Covid-19\): Overview](#)

[Coronavirus \(Covid-19\): Shielding Support and Contacts](#)

### **Will I be expected to go to a school to deliver on an SCP programme?**

Depending on schools’ arrangements for academic year 2020/21, you may be required to deliver face to face teaching to groups of pupils either on campus or on school premises. This will depend on the nature of the course and on the mode of delivery agreed. Your health and safety is of paramount importance and delivery on school premises will be conditional to all health and safety measures being approved and aligned to official guidance and College health and safety standards.

### **Will I be able to work with external clients on Campus?**

Risk assessments for having visitors/external clients on campus will need to be carried out prior to them being on campus. Please talk to your manager if you require visits from external clients/visitors and arrangements can be made for a risk assessment to be carried out.

The health and safety of our staff, students and visitors is paramount. As noted, risk assessments will take place across college campuses and buildings to ensure everyone’s safety. Visitors and external clients will also be expected to adhere to the Colleges health and safety standards and to the official guidance in relation to social distancing and handwashing.

### **Will I have to return to college at any point if I am able to working/on-line teaching from home?**

Most students will return to campus for part of their learning on a phased basis, starting at the beginning of academic year 2020/21. Depending on your timetable, you may be required to support some on campus delivery; however, remote working will remain the preferred option for the foreseeable future.

Professional Services staff, *Inclusion Assistants and Technical staff* may also be asked to come into College to support learning in workshops/classrooms and to attend team catch ups/meetings where required.

### **What will my timetable look like and when/how will I access it?**

Your timetable will reflect the new remote learning and teaching delivery models agreed for the restart of academic year 2020/21. The Planning Team are working closely with Curriculum and Estates teams to ensure that the adapted delivery arrangements are shown accurately on your timetable before they are shared. Finalised timetables will be made available during the summer and will highlight which classes are remote and which are campus-based

Individual arrangements will be confirmed at Faculty/Curriculum area level and discussed with you by your manager before the session restarts. If you have any questions regarding your timetable, please talk to your manager about these. The arrangements will be conditional to the social distancing restrictions in place at that time and will be updated as required in line with official guidance.

### **Will I be able to work from my office/staff workroom?**

Risk assessments are being carried out across college campuses and buildings to ensure the health and safety of our students and staff. Your manager will talk to you about any restrictions or changes made to your office/workrooms and any alternative arrangements that are put in place during this time.

### **When will courses start?**

There will be a range of start dates for courses to ensure that we can accommodate safe numbers of people on our campuses, whilst adhering to social distancing guidance.

The [Academic Guidelines](#) provide the more detailed information.

### **What are the arrangements for induction?**

Our Welcome to College and Academic Inductions will take place online from 21-28 August. Students will be sent information on how to enrol online and take part in their live academic inductions over the summer.

[Academic Induction information](#)

### **How will courses be delivered?**

Planning is taking place across the College to ensure the best learning experience for our students during these challenging circumstances. Social distancing measures

will reduce the number of people we can have on our campuses and the current guidance from the Scottish Government is that we should look to deliver remote learning where possible.

For practical courses – for example those based in kitchens, workshops, salons and labs – students will spend some time on campus where possible. Again, this time will be limited and will be in line with official guidance.

### **How long will these arrangements be in place?**

[The Scottish Government Route Map guidance](#) outlines four phases for moving from lockdown, with lower restrictions and a move towards near normal activities growing with each phase. These guidelines currently anticipate that Phase 1 will start at the beginning of June 2020, with Phase 2 following over the summer, and Phase 3 being reached in August 2020. Phase 4 is estimated at some point over the remainder of the current calendar year. Please note though that these timings are subject to change depending upon the scientific evidence.

As always, your health and wellbeing is of paramount importance to us. If you have any questions regarding annual leave, travel advice or advice relating to your Health and Wellbeing please visit our OD/HR FAQs for further support. Alternatively, please don't hesitate to get in touch with your HR contact or a member of the team for advice. **(OD/HR FAQs link)**

### **Travel advice**

#### **I am hoping to travel abroad for a holiday once the restrictions are lifted, will I need to self-isolate before returning to work?**

The UK Government has implemented a period of 14 days self-isolation for anyone returning to the UK. If you plan to travel abroad once the travel restrictions are lifted, you will need to self-isolate for 14 days prior to returning to College campuses. Please talk to your line manager about any travel plans that you have so that arrangements can be made to cover the additional time required for self-isolation.

### **Annual Leave**

#### **Can I still take holidays during the phased returning to work?**

We would encourage all staff to still take time off from work to relax even if they are not physically back to work in the College premises. Normal holiday request procedures apply via the self-service system. For Academic staff, the holiday dates are detailed within the College Calendar 20/21 on the gateway.

**I have not taken all my holidays due to them being cancelled, can I carry them over?**

For reasons of relaxation, health and well-being; the College encourages all staff to use their full holiday entitlement every year. Whilst it is, of course, unfortunate that your holiday plans have been cancelled, we would hope that you still take time off to relax and rest. If you have had to cancel your leave, talk to your line manager about carry forwarding these and discuss a suitable time to take them.

**Absence reporting**

**What should I do if I am unfit for work because of Coronavirus/Covid 19?**

Please follow the normal procedure for reporting your absence and contact your manager and HR contact. This will allow us to accurately record the incidences of self-isolation/Covid-19 symptoms.

You can self-certificate for the first 14 days of Corona Virus/Covid 19 absence. After 14 days, a normal medical certificate/Fit Note will normally be required. You should follow Government advice or contact your G.P. surgery to see if this is possible.

**What if I am reporting sick for a reason other than Coronavirus/Covid 19?**

Again, normal absence reporting applies, please contact your line manager and they will then update your absence record.

As usual, you will only be allowed to self-certificate for the first 7 days of absence for reasons other than Corona Virus/Covid 19. After 7 days, you will need a normal medical certificate/Fit Note and should contact your G.P. surgery to arrange this.