5 essential steps for staff returning to campus

We are re-opening an increasing number of facilities across our London campuses so our students and staff can study and work in a Covid-secure way. Safety is our top priority, and as many staff will be able to return to campus, it’s vital that the process is carefully managed.

To ensure this happens, all staff must follow these simple steps when planning to return to work on any of our London campuses.

Preparing to return

1. Complete a health assessment questionnaire and discuss it with your line manager to agree whether it is right for you to return to working on campus and any steps that need to be taken to ensure your safety.

   The assessment form is available at:

   http://hr.qmul.ac.uk/temporary-remote-working/returning-to-campus/individual-health-assessment/

Check point:

- Have you determined with your line manager if it is appropriate for you to return to campus and that the space you need is available?
- Have you completed a health risk assessment and discussed it with your manager?
- Have you agreed any steps that need to be taken to reduce any risks you will face on campus?

If the answer to any of these is no, return to the first step and have further conversations with your line manager to determine when it is right for you to return to campus.

If the answer to all is yes, proceed to the next steps.
Getting ready for your first day back on campus

2. Complete the return to campus security desk checklist available at:
   
   http://qm-web.estates.qmul.ac.uk/covid-19/

3. Agree a return date with your line manager.

When you are on campus

4. Abide by all guidance on signs and instructions by security staff while on campus.

5. Familiarise yourself with the latest Government guidance in working safely and the Queen Mary Covid Code, ensuring that you follow both at all times.


   Link to Queen Mary Covid Code: [qmul.ac.uk/coronavirus/guidance-for-staff/returning-to-campus/queen-mary-covid-code](http://qmul.ac.uk/coronavirus/guidance-for-staff/returning-to-campus/queen-mary-covid-code)

Detailed information about the reopening of our London campuses, the safety measures being put in place and the guidelines staff need to abide by can be found on:

HR: [http://hr.qmul.ac.uk/temporary-remote-working/returning-to-campus](http://hr.qmul.ac.uk/temporary-remote-working/returning-to-campus)

Health and Safety: [hsd.qmul.ac.uk/covid-19-secure-procedures](http://hsd.qmul.ac.uk/covid-19-secure-procedures)

Estates and Facilities: [http://qm-web.estates.qmul.ac.uk/covid-19](http://qm-web.estates.qmul.ac.uk/covid-19)