Return-to-campus toolkit

For employees working on campus
Employees working on campus

Support for you as you remain at work on campus while the university continues to reopen and your colleagues return

First off, thank you for all of your hard work, flexibility and dedication through COVID-19. You are one of UBC’s many superstars who have continued to work on campus. With restrictions changing, you will soon have more colleagues returning to work on campus.

Here are some tips and resources to support you.

Take UBC’s COVID safety training
Please make sure you have completed the mandatory online UBC COVID-19 course.

Acknowledge your worries
During this time, you have likely gotten comfortable with the colleagues who are on campus, aware of their needs around physical distancing and shared spaces. The addition of returning colleagues will shift this dynamic. That’s ok. It’s understandable.

Show compassion
Every person’s experience and comfort level around COVID-19 is unique to them. Perhaps:

- You have been working on campus and have a family member (or yourself) who is at-risk for COVID-19 and would have preferred to work remotely but are unable to.
- You take public transportation and don’t feel comfortable taking it, but have had no other option.
- A colleague can and has been working remotely and they don’t have a significant worry or risk about working on campus.

You may experience many concerns and negative emotions. It is important to acknowledge how you feel. It is also important to be compassionate and patient with others.

Those who have been working remotely may be fearful of what it’s like on campus and how to stay safe. Adjusting to being back on campus may present difficulties for those returning.

It’s important to keep in mind that everyone is doing the best they can. Brené Brown shares some helpful guidelines.
**Prepare to adjust**
As more students and staff return to campus, there will be changes. You may have gotten into a nice rhythm and comfort with less people around, and that will be changing.

Simply being aware of this, and acknowledging that there will be more people in the spaces will help you adjust.

**Speak to your supervisor or manager**
Make sure you are aware of the safety plan for your department/location and discuss any questions you have about this, or anything else, with your manager/supervisor.

**Know where to seek support**

- [UBC HR Wellbeing and Benefits](#)
- Union or professional association: Contact your union or professional association for support
- Contact the Employee and Family Assistance Program (EFAP): UBC’s EFAP provider is Morneau Shepell. You can access the Care Access Centre 24 hours, seven days a week at 1-800-387-4765
- UBC HR [Workplace Wellbeing Ambassadors](#)
- [3 steps to supporting colleagues in distress](#)