

Guidance on supporting wellbeing during return to campus

As staff start to return to campus in greater numbers, supporting wellbeing and mental health remains a critical task for our people managers.

This guidance provides some information and suggestions for supporting wellbeing during this time. We recommend that managers take these simple steps:



Whilst restrictions are now lifted and legal limits on social contact are removed, there remains a level of uncertainty surrounding Coronavirus and what it means for some individuals. This can be a cause for concern or lead to anxiety or stress.

- Make sure that the staff who work for you are familiar with all of the steps that the University is taking to ensure their safety and wellbeing on campus. This guidance is on StaffNet and is regularly updated. Find it [here](#).
- Take particular care to engage with staff returning from furlough, who may have particular concerns about returning to work or who may not have been able to keep up to date with University communications. If they have not yet returned to work please contact them to discuss any concerns, provide relevant information about returning and identify any necessary support.
- Staff may have a range of concerns about returning to campus. Although we don't expect you to give advice or provide solutions, being there for your team's concerns and questions will still help them. Make sure that your team know that your door is open during this time and help signpost them to answers or other sources of information.
- Additional guidance can be found at [Working on Campus: Line Manager Guidance for supporting staff](#)

signpost

Where staff need wellbeing or mental health support, managers should signpost them to relevant services and activities:

- Be aware of the signs and symptoms of poor mental health – this [short video](#) provides more information. Where you identify any of these signs, talk to the individual concerned and ask them whether they require any support.
- Familiarise yourself with the services available to support staff experiencing poor mental health. These include our [Counselling Service](#) and online platform [Togetherall](#) (previously Big White Wall).
- The University is providing a range of activities to support staff with their wellbeing including fitness classes, learning opportunities to online webinars. These are published on [StaffNet](#) on a regular basis.

encourage

- Check in with people regularly to encourage them to talk to you if they need wellbeing support. If someone discloses to you that they are struggling with their wellbeing or mental health, consider putting together a wellbeing action plan with them. Find out more with this [video](#). You can find a wellbeing action plan template [here](#).
- Encourage people to take part in the University provided wellbeing activity - promote them to your team on a regular basis.
- Talk to your team proactively about their wellbeing and work life balance. Tackle poor habits if you see them developing. Making wellbeing part of the regular conversation in 121s and team meetings will help encourage staff to focus on their wellbeing.

More Learning

Managers may also want to learn more about mental health and wellbeing during Coronavirus:

- Check out our [list of resources](#) including videos, articles and links to courses
- Attend an online briefing session – [book](#) via Staff Learning and Development

Recommendations to support wellbeing

Managers may also want to consider some of the following ideas to support wellbeing in their teams:

1. Find ways (online or with appropriate social distancing) to reconnect teams socially. Many people have felt isolated during lockdown / working from home, and a lack of social connection can have a detrimental impact on wellbeing.
2. As staff continue to work in a range of different ways and under a range of different pressures as a result of the current situation, encourage your team to adopt good habits including taking breaks, not scheduling too many meetings and not emailing out of normal hours. Consider talking to your team and agreeing ways of working to support wellbeing.
3. Learning is good for wellbeing and can help people to find purpose and gain a sense of accomplishment. Some staff may not have had time to undertake any learning during recent months. Let your teams know about the learning opportunities available to them.

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