Five Tips for a Successful Return to Campus

Here are the essentials to keep people safe, understand resources, and live the UAB Shared Values and put empathy into action.

1. Follow UAB Policies/Guidelines and Know Your Resources
   - Policies can be found in: Faculty Handbook, Student Handbook, You and UAB Handbook for Faculty and Staff, Policies and Procedures Library, and specific policies within your department.
   - **Entry Guidance for Supervisors**
     Guidance includes addressing:
     - Accommodations
     - Childcare and Caregivers
     - Dress code and PPE
     - Employee Illness
     - Leaves
     - Mental and Emotional Support
     - Work Environments
     - Non-Compliance with Health and Safety Guidelines
   - Begin with a team conversation:
     - How has our work changed?
     - How have we adapted?
     - What have we learned during the pandemic?
     - How will our team need to work together differently as we navigate through and beyond the pandemic?
     - What actions will we take?
   - Continue to build a climate of support.

2. Re-set Expectations
   - Encourage employees to be considerate of how they reconnect with each other.
   - Encourage **personal safety practices**: masks/face coverings, social distancing and hand washing beyond the work environment.
   - Identify creative alternatives to socialize safely.
   - Incorporate work related expectations, like limited time in shared spaces, breakrooms, additional cleaning of buildings and shared equipment, etc.

3. Reconnect Your Team
   - Recognize the human element of the pandemic.

4. Continue On-going Communication
   - Stay connected about plan to return to campus:
     - Changes
     - Barriers
     - Support
   - Be transparent — share what you know and don’t know.
   - Continue with regular conversations and check-ins.
   - Give people voice by listening.
   - You can’t overcommunicate.

5. Share and Communicate Mental Health and Wellness Resources
   - The **Employee Assistance Counseling Center** (EACC) is available to offer emotional support to faculty and staff and has increased available services during this stressful period. Critical resources include, but are not limited to, **mental health tools** and **counseling services**.
   - Also, learn about the Employee Wellness **Pillars of Wellness** to stay healthy and strong.
   - Download the **BWell App** to build a self-care plan and access mental health resources.