

# Staff Frequently Asked Questions



For the future you want

In line with the latest guidance from the Scottish Government regarding the phased return of a small number of priority students for in-person learning at colleges, we have updated these FAQs to keep staff and students up to date with plans for our College. We will continue to keep staff and students informed and are committed to continuing to support all students to achieve their qualifications during this time.

## Will campuses be open for all staff and students?

No. The vast majority of our staff and students will continue to work and learn online. We began to introduce a very limited phased return of essential assessment activity on campus from Monday 15 March 2021 for courses which require access for essential practical and time-sensitive assessments, that cannot be delivered online.

**Any staff and students required to come into campuses will be given notice and will be who will be provided with the appropriate health and safety information and guidance. Please do not come onto campus unless you have been invited to.**

We plan to continue to deliver the vast majority of our learning and teaching, and support services online throughout May and June. Please remember that you can access all of the information you need work online, as well as details on how to access our support services, [on our website here](#).

These arrangements will be reviewed on a regular basis in line with government guidance and we will communicate key updates with you.

## Can I access Lateral Flow Tests before I come on to campus for work?

Yes. Edinburgh College is taking part in the national rapid COVID-19 testing programme. This means you can collect free test kits from campus receptions so you can test at home before coming into campus. Full information on how to access Lateral Flow Test kits at the College, including consent forms, [can be found here](#).

## I have child or other caring responsibilities and will struggle to balance that with working from home, what should I do?

We understand that the current situation will provide challenges to those with caring responsibilities and will support staff as best we possibly can. Please speak to your line manager about this.

## I had previously been working on campus and need help with accessing College systems at home, what should I do?

This [IT Working from Home Staff Guide](#) contains the information you need to access our online systems. Please speak to your line manager if you require further support or training.

### **I was previously on furlough; is it likely that I will be furloughed again?**

It is possible for staff to be furloughed where there is no work for them or a reduced need for their work due to the pandemic. Managers are currently reviewing where this affects people in their areas and if you do have any queries please talk to your line manager. Furlough can be for all, or part, of your hours.

### **I'm worried about how the current situation is affecting my mental health and wellbeing, what can I do?**

Our main priority remains the health, safety and wellbeing of our staff and students. We encourage you to speak to your line manager if you are struggling.

You can also contact our Employee Assistance Programme, PAM Assist. Call 0800 882 4102 to access free and confidential support. This service is also available online [www.pamassist.co.uk](http://www.pamassist.co.uk). The website log in details are as follows: Username: edinburghcollege and Password: edinburghcollege1.

Staff also have free access to mental health and wellbeing platform SilverCloud which offers a wide-range of self-help programmes for people who may need support during this time. [Click here for more information and to sign up to SilverCloud.](#)

Our #ECCares campaign will continue to run throughout this time to help support the mental health and wellbeing of our staff and students.

### **Are students aware of the latest information from the College?**

All students are being kept up to date with the latest information from the College via email, our website, ECSA and our social media channels. Please help us to share key messages with students.

### **I have read the above and still have questions, what should I do?**

We have tried to provide as much information as we can at this point but understand staff may still have questions. Please speak to your line manager if you have any further questions.

***Please note: The information in these FAQs is subject to change and will be updated regularly in line with Scottish Government Guidance.  
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