

EMPLOYEE GUIDE TO RETURNING TO WORK ON CAMPUS

Whether you are returning to work on campus full time or with a hybrid schedule this fall, there are resources available to help with your transition.

As stated in [earlier communications](#), Purdue's goal is to return to normal operating procedures, including returning all campuses to full density – which means you may be returning to your normal office space or work area.



All employees must continue to adhere to the Protect Purdue Pledge. The best ways you can protect yourself and others:

- Get vaccinated
- If you are not vaccinated, wear a mask
- Stay home when sick
- Get the flu vaccination
- Clean your workspace often

Those in need of additional workspace accommodations due to medical conditions will follow the ADA accommodations process. Contact adarequest@purdue.edu for more information. The process requires certification from a medical provider of the underlying medical basis for the request.

1

RETURN TO CAMPUS TASKS

- Complete the [Property Off Campus Form](#) and acknowledge return date of equipment.
 - Those in hybrid positions do not need to complete the Property Off Campus form unless fully removing or returning equipment.
 - Review and understand equipment expectations with your supervisor. Purdue is responsible for equipping employees with one workstation, whether that is at home or on campus. There are creative ways to help employees working a hybrid schedule to acquire needed furniture or equipment. The [Surplus store](#) is a great place to start.
- Validate your work location status is accurate. Notify your supervisor if your work location status should be updated. Your supervisor can update your work location in SuccessFactors.

2

SET UP YOUR WORKSPACE

- Contact ITaP at 765-494-4000 or itap@purdue.edu for computer/monitor setup.
- Review [Networks and Telecommunications](#) for phone questions/support
 - Email telephone@purdue.edu for general questions or itap-voice@purdue.edu to request service or report an issue

If you haven't been to campus for a while, some things may have changed! Discuss with your supervisor any building location or office space changes, access to printers, etc.

- Review [Parking Permit information](#), if applicable.
- Review [Administrative Operations News](#) for updated campus construction or road closures.
- Review [Information Technology Service](#) for outages.



EMPLOYEE GUIDE TO RETURNING TO WORK ON CAMPUS

3

CONTINUE TO PROTECT PURDUE AND OUR COMMUNITY

- Understand the guidelines outlined on the [Protect Purdue website](#) and in the [Protect Purdue Pledge](#).
 - Review the most current mask guidelines, visitor and travel guidance on the [Latest Updates](#) Protect Purdue webpage.
 - Review student and/or employee surveillance testing.
 - Contact the [Protect Purdue Health Center](#) at 765-496-4636 when experiencing COVID-like symptoms.

4

WORK-LIFE INTEGRATION AND BEHAVIORAL HEALTH RESOURCES

Returning to a full campus may be stressful. You have tools available to help manage stress and anxiety, especially during changes in work, family or health. These are some of the resources available to you:

- [Care@work by Care.com](#) for family care needs including care for children, adults, pets, housekeeping, tutors, etc.
- [SupportLinc Employee Assistance Program \(EAP\)](#) provided by Curalinc Healthcare is available to eligible employees and dependents covered on a Purdue health plan.
- [Center for Healthy Living \(CHL\)](#) offers additional counseling resources as well as health coaching, workshops, etc.
 - [Employee Assistance Counseling](#)
 - [Behavioral Health](#)
- Several [Healthy Boiler workshops](#) will focus on the potential stress and anxiety related to returning to campus.
- [LinkedIn Learning](#) offers several online courses on 'returning to the workplace.'
- Your [HR Business Partner](#) can help point you to other resources, when applicable.

5

THINGS TO DO ONCE YOU RETURN

- Follow the CDC guidelines and wash and disinfect hands and workspaces often.
- Discuss work plans, hours and procedures with your supervisor. Have conversations ahead of time with coworkers on office etiquette, such as how you will greet each other.
- Allow yourself time to re-engage.
- Have an extra mask on hand.
- Monitor your health symptoms, talk with your supervisor or contact PPHC.
- Visit the [Returning to Work on Campus webpage](#) for current resources for concerns or questions about returning to campus.
- Attend a [Return to Campus webinar](#).



Human Resources

2550 Northwestern Avenue Suite 1100
West Lafayette, IN 47906
www.purdue.edu/hr/

HEALTHY BOILER



Behavioral
Health



Financial
Wellness



Physical
Health



Social
Wellness



Work-Life
Integration

Please direct any questions or concerns to Human Resources at hr@purdue.edu or 765-494-2222.