



Now that you are back **ON CAMPUS**



Starting in July, a great majority of faculty and staff will be back on campus full time. Campus life will not be exactly like it was when we left, so some of our expectations need to be adjusted.



Set Boundaries Between Home & Work

It has always been a good Wellness practice to separate work time from home time. And that got lost for most during the pandemic. If you find your work leaking into evening hours, be sure to set aside at least 2-3 evenings as "no work" evenings and DON'T check those emails.



Commute Time = Productivity Loss?

Those working from home likely logged in at about the time they left for work, and then logged off at the time they normally got home. Now that the commute has been added back, managers and individuals may need to adjust their productivity goals.



Lead with Compassion

Placing compassion at the heart of your work life will lead to better outcomes. Keep in mind:

- Have self-compassion for your personal thoughts and feelings around returning to work. All feelings are valid, we can only control how we react to those feelings.
- Managers must have compassion for those who work for them. Try to see challenges from your employee's viewpoint.
- Have compassion for co-workers. This may mean stepping in when you can, offering a kind word and taking a moment before reacting.



Rethink Meetings

Some meetings should return to in person, but others may be better suited for the Zoom option. Consider travel time and any alternate scheduling when planning upcoming meetings. Also, consider adding a 5-10 minute buffer by ending meetings, either live or on Zoom, before the top of the hour.



Reset Team Expectations

Use the return to work to have an open discussion with your teammates about projects and processes. Slack or Google Meet helping with projects? Talk to team about keeping it up! Want to learn a new skill? Take advantage of this natural transition time to build your best work life.



Stretch and Move

Working at home may have meant stopping to toss in some laundry, walk the dog or to start dinner, which offered natural movement breaks. Make sure you add those breaks back in at least once an hour when you return to the office. You may need to set a calendar reminder to get back into it!



Make a Plan for Your Office

Mask wearing and social distancing may be with us for a while so make plans for a safe office:

- Have a supply of masks on hand
- Make frequent trips to wash your hands
- Invest in hand sanitizer and disinfecting wipes