



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



# Return to campus

## Guide pack for LSE staff



April 2021

# Welcome back



## Message from the Director

Whether you've been at LSE for a decade or you're just getting to know campus for the first time, it brings me great joy to welcome you to the heart of LSE, the place where we've been teaching, learning, researching and making history for 125 years.

As lockdown restrictions ease, this pack will help you navigate your return to campus with information on keeping LSE COVID-secure, as well as tips to help you get settled, understand any changes and point you in the right direction for questions you may have. Your department, division or centre will also have further information to support your return, so consider this a supplement to your local information and individual circumstances.

Logistics aside, it's also important to consider your own transition, especially if you've been working remotely for the last year or you're returning from furlough. Putting some thought into things like your first commute and what you will need to bring will help you prepare for what might feel like a new experience – use the checklist at the end to consider some of these things.

I'm so looking forward to building our on-campus presence in a safe way and seeing our beautiful spaces thriving once again, as government restrictions allow over the coming months. I hope to see the same commitment to taking care of one another that we saw in September from our staff as well as students – with everyone following guidelines and getting tested regularly. I appreciate the effort everyone has put into getting us to this point.

Welcome back!

**Minouche Shafik**  
**LSE Director**

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## Contents:

- 1 [Keeping LSE COVID-secure](#)
- 2 [Your campus](#)
- 3 [Your work](#)
- 4 [Your return](#)
- 5 [Your community](#)
- 6 [Checklist](#)



# Keeping LSE COVID-secure

LSE is taking all possible precautions to protect the whole community across our COVID-secure campus and in halls of residence. The health, safety and wellbeing of the entire LSE community is our top priority. Click through to find out more about:

- Completing your health questionnaire
- Getting tested
- Following campus guidelines on campus
- The measures in place to keep our campus safe

## Quick links:

[Book your test](#)  
[COVID-safe code for staff](#)  
[Staff resource centre](#)

[FIND OUT MORE](#)

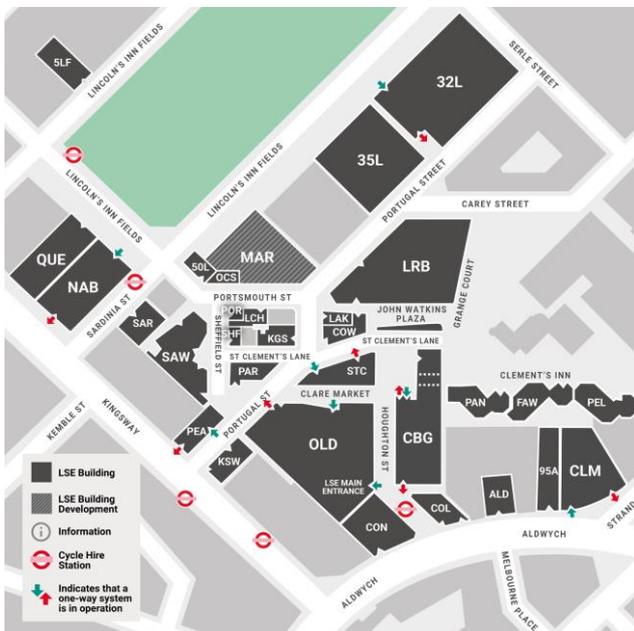
## Watch our campus video

See the measures we've been putting in place to make LSE COVID-secure for your return.





# Your campus



As staff across the School begin to return to campus, we understand the importance of having the right information at your fingertips to make the transition back as smooth as possible. Click through to find out more about:

- Our latest campus map
- Places to eat and drink
- Available facilities
- Making the most of our outdoor spaces

[FIND OUT MORE](#)

# Your work

We want to help you get back to work as comfortably, efficiently and safely as possible. Click through to find out more about:

- Local risk assessment and using shared spaces
- Tech support including logging-in for the first time and what equipment you may need to bring with you
- Details about getting an ID badge if you need one
- Working patterns from our flexible working policy.

[FIND OUT MORE](#)



# Your return

As staff make their way back to campus, we explore more ways to help you prepare for your return. Click through to find out more about:

- Commuting to and from campus
- Support resources for staff
- More ways to consider and look after your wellbeing.

[FIND OUT MORE](#)

# Your community

Not everyone will be returning to campus at the same time, so we want to make sure our community remains connected, whether you're working on campus or remotely. Click through to find out more about:

- Our popular community networks, including LSE Tree and our staff networks
- More ways you can continue to engage in conversations across our School.

[FIND OUT MORE](#)

## Key dates for Summer Term 2021

All campus buildings re-open	19 April
Start of Summer Term	4 May
Wellbeing week	10-16 May
Staff Town Hall	7 June
End of Summer Term and Staff Summer Party	18 June

### Mental Health Champion's tip

"Celebrate your small achievements every day instead of focusing on the big successes."

**Andrea Pawley, Graduate Programmes Manager, Department of Philosophy, Logic and Scientific Method.**



# Checklist

## What to bring on your first day

- Your mask (and perhaps a spare for your desk) and some hand sanitiser. Wipes will be available around offices.
- Your work laptop and charger, if you have one
- Headphones for online meetings, to make it more comfortable to take part in an open office space
- Pencil / pens and the notepad you've been using with your latest notes
- A reusable water bottle and mug
- A few spare tea bags as your kitchen might not have a fresh supply
- Some home comforts like photos or plants to brighten up your space
- A blanket for picnics to help make the most of our outside spaces for lunch and breaks and enjoy the fresh air and summer sun (hopefully).

## Top tips for day one:

Limit the meetings you have planned on your first day back in case things take longer than expected.

Arrange for a coffee with a colleague, plan an afternoon break with a few laps around Lincoln's Inn Fields, take time to do your 10-Minute Mind exercises.

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## Preparing for your commute

### If you're cycling

- Plan and practice your route
- Give yourself extra time the first few days
- Make note of the new shower and bike facilities
- Consider your poor weather alternatives.

### If you're taking public transport

- Consider walking part of your journey
- Try to travel at off peak times, if your work schedule allows
- Prepare a podcast, book or playlist to look forward to.

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**Do you have any advice for others preparing to return in the coming weeks?**

Email us at [communications.internal@lse.ac.uk](mailto:communications.internal@lse.ac.uk) with your ideas!