

5 Things to Know

Preparing to Go Back to Campus or Not!

Questions to consider while navigating through ambiguity and changing situations.

**“Knowledge is power.
Information is liberating.
Education is the premise of
progress, in every society,
in every family.”**

-Kofi Annan

1

Know Your Situation

Take some time to think about your home, family, work life. What has changed, will be changing or what will remain the same? How does this impact the way you move forward?

[Learn more about SWOC Assessment here.](#)

For example: *My kids may not have care during the day for the foreseeable future and this will impact how I get my work done.*

2

Know What Questions You Have

Based on your situation, what do you need know?
What questions do you need to have answered in order to move forward most effectively?

For example: *What options do I have for flexible scheduling to meet the new needs for my family and meet the requirements of my job?*

3

Know Who You Should Talk To

Based on the questions that you have, determine the best source for answers. What questions have been answered from external sources? What questions need to be directed to your supervisor, who is most likely your first source for information? What questions require HR consultation?

For example: *I twisted my ankle and will be required to wear a brace. While this was not an issue at home, I need to discuss accommodations with HR and my supervisor before we return to campus.*

4

Know What Is Happening

How do you stay informed? Are you reading the weekly NaviGator and NelsonLink emails? Are you up-to-date with your email? Are you attending department meetings and all-college meetings? Do you need to meet with your direct supervisor?

For example: *Thomas Nelson offices on campuses in Hampton and Williamsburg is restricted until the Commonwealth of Virginia enters Phase 3 of the [Governor's Forward Virginia Blueprint](#). I am aware of what this means for my role and my department.*

5

Know the Policies and Procedures

What are the applicable policies and procedures that apply to your situation? Where are they located? Are there any new policies and procedures? How do they work? What happens if you don't or can't follow or adhere to them?

For example: *I am afraid to come back to work. I need to inform my supervisor of my concerns and review any alternative options for my role.*

Click links below for more information.

[DHRM Policies](#)

[VCCS Policies](#)

[Thomas Nelson Policies](#)

[DHRM Resources](#)

[VCCS Resources](#)

[Thomas Nelson Resources](#)

**“Knowledge is power.
Information is liberating.
Education is the premise of
progress, in every society, in
every family.”**

-Kofi Annan