



Stony Brook  
University

# THE OMBUDS OFFICE

*We're here to listen with an open mind.  
We're here to help resolve problems fairly.*

[stonybrook.edu/ombuds](http://stonybrook.edu/ombuds) • (631) 632-9200

***Confidential      Impartial      Informal      Independent***

## TIPS FOR REMOTE FACULTY & STAFF RE: TRANSITION BACK TO THE WORKPLACE

- ***Be respectful***  
You may need to adjust your communication style as you return to the office. When you were home, you may have had a quiet environment with minimal interruptions **or** you may have been in a busy environment with not much privacy.
- ***Be patient and flexible***  
Now supervisors and coworkers can informally drop by your work area or catch you in the hallway, break room, or in the Stony Brook community to initiate conversation. For new employees this is an opportunity to finally meet their supervisors and coworkers.
- ***Be non-judgmental and refrain from imposing your beliefs and values onto others***  
Do not assume that the only people wearing masks are those who are not vaccinated. Some are vaccinated and are wearing masks to exercise caution. They might have young children at home, the elderly or those immunocompromised. Or, they are concerned about the COVID-19 variants. Others may have chosen to not get vaccinated due to medical reasons or due to personal or religious beliefs.
- ***Be kind, calm & self-aware***  
You have been used to working independently and not interacting in-person with your coworkers, students and others. Be aware of your work environment. Be kind to others as you do not know what their story or experiences have been like during the pandemic. You along with other employees may have felt very isolated and alone when working remotely. Some may miss the quiet of working at home and others will be happy to seek more personal contact in the office.
- ***Be ready to adjust your routine if necessary***  
You may have started your remote work earlier in the day and may have ended the day much later. Being home eliminated your commute to the workplace. Meeting times with your boss and coworkers may have changed when you worked remotely.





Stony Brook  
University

# THE OMBUDS OFFICE

*We're here to listen with an open mind.  
We're here to help resolve problems fairly.*

stonybrook.edu/ombuds • (631) 632-9200

**Confidential      Impartial      Informal      Independent**

- ***Be flexible & understanding***

There may be changes to your office environment including where your workspace is now situated. And, there might also be new internal processes, policies and procedures. Working remotely may have changed how you do business.

- ***Be safe & mindful of other's needs and preferences***

Review your [safety protocols](#) for your work area about cleaning and social distancing, etc. Some protocols might need to be reintroduced to the staff depending on revised health and safety guidelines. Inquire about use of the lunch room and where to find cleaning supplies like hand sanitizer, etc. If you are vaccinated and feel more comfortable wearing a mask, do so.

## RESOURCES TO SUPPORT YOUR SAFE RETURN TO THE WORKPLACE

- [Stronger Together](#) website has plenty of information to help you transition back to the workplace.
- [Office of Equity and Access](#) is available if you request an accommodation.
- [Human Resources](#) can respond to your questions about time and attendance concerns, leaves, etc.
- [The Employee Assistance Program \(EAP\)](#) is a great resource to guide you as you transition back to the workplace. If you feel fearful, anxious or uncomfortable, consult with your EAP. The EAP offers support both individually and via workshops.
- [Healthier U](#) is your workplace wellness resource with information and events that can make your return to the workplace both fun and educational.
- [The Ombuds Office](#) provides consultation on workplace issues and conducts educational workshops. Refer to the [Quick Tips](#) particularly on communication, listening, conflict and having a difficult conversation. View the helpful downloadable handouts, videos and articles.

