

Booking is now open for a system to support your access to campus to collect vital materials from your workspace to the support continuing successful delivery of teaching and research. The aim is to provide a short period of temporary access for all staff with urgent requirements in a safe way while we continue to develop plans to fully open the campus. This access will be phased to cope with limits in capacity and the process outlined below details the first phase only.

The [Click and Collect system](#) is now live to for you book 30 minute slots to access certain buildings. Access via this process will be available from Thursday 4 June and run initially for two weeks, although the process will be responsive to demand. You are encouraged to use one of these slots to collect all you think you may need in the coming months, but if there is an essential need to return at later date or you are unable to attend during the allocated times, we will work to accommodate additional access where possible.

The guidance below has been developed to ensure your safety and that of our whole community so we ask that you adhere to the principles carefully.

- Please book a time-slot using our [online system](#). We need to facilitate as many people as possible in this initial phase so please only book one slot.
- Please note that marshals will be on-hand to log you in and out of the building, social distancing and hygiene measures will be in place to ensure everyone's safety. The marshals have been instructed to maintain social distancing at all times, and are therefore not able to help move or carry other people's belongings. They will be briefed to provide answers on queries around safety and have access to required equipment.
- Hand Sanitiser will be provided so please ensure you use it on entrance and exit of the building.
- Please ensure you have your University card and any office key you may need as the marshal will not have master keys for offices.
- You should ensure that you collect the material you need within your allocated time-slot. If you think you will require refreshments and water, please bring your own supplies. We are not able to provide access to these types of facilities as part of this process.
- Please bring your own boxes or bags to carry your material. If you need to remove IT or other University owned equipment, please accurately log it on the booking form.
- This process is not able to support use of printers as we have to reduce touch points to a minimum and limit the time in the building but we aim to provide support for critical printing in the very near future.
- The [online system](#) will advise you where to enter the building, please only use the allocated door. If you are travelling to campus by car, it will also advise you where you should park.
- Please do collect only as much as you can safely carry by yourself – you should plan to take whatever you need to work for the coming months without returning to the building. Please do not bring anyone else with you to help carry items but you can make more than one trip in and out of the building. If you have health reasons that restrict your ability to carry what you need, please email projectcampusrestart@exeter.ac.uk

We are opening our buildings for collection of material on a staggered basis, with a schedule that places the safety of our colleagues at the forefront, and to ensure we have enough marshals to operate safely. This is why different buildings will be opening for collection at different times and, for example, why several larger buildings are not all being opened at the same time.

This will be the first phase in a series of measures designed to provide continued support for staff while the campus remains at a reduced capacity. The second phase will look at how you can access:

- Spaces to record content for project enhance

- Access to those based in buildings which were not able to be opened during the first phase
- Library collections
- Workspaces for staff who are unable to work safely at home
- Printing of significant documents which require careful revisions

If your requirement to access your workstation is around collecting monitors, chairs and other office equipment to meet DSE home assessments, please refer to the process on the DSE webpages which explains the current process https://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/covid-19_homeworking/#tab3

We are sure you understand this situation, and thank you for your patience.

Please be assured that planning is continuing for a safe return to campus working, and work is also well underway to make sure that all our buildings are as COVID-secure as possible.

If you have any specific questions then please email projectcampusrestart@exeter.ac.uk