**COVID19 – Restricted access to Campus**

1. **Sample context outline:**

No staff members should be on site unless their presence is Business Critical, they cannot perform the business critical function from home and their presence on site has been agreed by xxxxxxxxx ,

In these circumstances the staff member will be issued with the following letter by xxxxxx

Any staff member attending site without their university ID and a letter authorising their presence will be turned away by security staff.

When attending site in these limited circumstances, please stay at least two meters away from any other staff members and wash your hands frequently in warm, soapy water for at least twenty seconds.

1. **SAMPLE Letter to be issued to Staff working on site:**

 ON UNIVERSITY/COLLEGE/ LETTERHEAD

**To Whom It May Concern**

***Insert Institution* – Business Critical Staff /Key Worker**

In support of the UK Government measures to combat the UK COVID-19 cases, I declare that INSERT NAME, INSERT ROLE, is an employee of the *Insert Institution* and is employed in a business critical role that requires their presence, on an emergency response basis or as it cannot be undertaken from home, at xxxxxx site/es. This is due to one or more of the following reasons:

* the need to keep our student residents safe and secure and look after their basic well-being;
* to maintain security on site;
* to ensure IT and research/laboratory critical equipment is maintained and can be serviced if necessary;
* to ensure wellbeing of livestock;
* to support NHS activities.

This document is provided exclusively to *Insert Institution* staff who are participating in emergency response activities or activities that cannot be undertaken from home which are absolutely necessary to guarantee the ongoing performance and business continuity of vital operational services and/or to support and underpin activities being undertaken by the NHS.

The holder of this letter will also be carrying a University ID Card.

Yours sincerely

 *Signature*

Role: e.g. J Bloggs, Head of HR

Telephone: xxxx xxx xxxx

Email: J.Bloggs@xuni.ac.uk

1. **Sample covering letter for staff designated as business-critical staff member/key worker:**

Dear xxxxxxxxxx,

Status as Business-Critical staff member/ Key Worker

 Please find attached a letter is to confirm that you have been designated as business-critical staff member/ key worker at *Insert Institution* in accordance with guidance received by Universities UK (UUK) from the Department for Education (DfE).

The DfE has confirmed that "the intention is for ‘specialist education professionals’ to be a sufficiently broad definition to cater for business-critical staff in higher education settings. Based on the current business continuity arrangements, some specific roles are necessary for the continuation of essential public services.

 I can confirm that your role as xxxxxxxxxx has been identified as meeting these requirements and you are therefore a business-critical staff member/ key worker. You should ensure that you have this letter with you when travelling to and from work so that you can evidence that you have been designated as a business critical staff member/ key worker and are therefore eligible to travel to and from work at this time of strict restricted measures to tackle the spread of the coronavirus.

Please ensure that you have your University ID card with you when travelling to and from work. Please also ensure that when not required to attend work as a business-critical staff member/key worker that you are following the current government guidance to stay at home.

Thank you for your continued support at this difficult time. If you have any queries or concerns, please do not hesitate to speak to me or contact Human Resources via xxxxxxxxx

Yours sincerely,

Name

Role

Contact Details

1. **Sample letter to be issued to staff attending site to collect/drop off equipment:**

**N.B. a separate letter is needed for each visit.**

ON UNIVERSITY/COLLEGE/ LETTERHEAD

Dear xxxxxxx,

RE: Attendance on site to drop off/collect *delete as necessary* equipment needed to facilitate working from home.

 You have been asked to work from home and not to attend site during the closure due to COVID19.

Either : Please treat this letter as authority for you to attend at *(insert drop off/collection point*) on (*insert date)* at *(insert time)* in order to drop off equipment t needing repair/configuration to enable you to work from home for the duration of the closure period.

Or: Please treat this letter as authority for you to attend at *(insert drop off/collection point*) on (*insert date)* at *(insert time)* in order to collect equipment to enable you to work from home for the duration of the closure period.

Please ensure that you have this letter, together with your University ID Card with you when attending site as evidence of your need to travel.

Please arrive on site no more than 5 minutes before your appointment time and report to security at *(insert place).* They may ask to see this letter and your Staff ID Card. Please follow any instructions the security may give you to facilitate the dropping off/ collection of equipment.

Either: Please ensure your equipment is labelled with your name and leave it outside xxxxxxx in Building xxxxxxxxx. IT staff will collect it from there after you leave.

Or: Please collect your equipment from Building x outside department/ room xxxxx. It will have been clearly labelled with your name. Please avoid touching any other parcels at that collection point.

Whilst on site, please ensure that you stay at least two metres away from any security/staff member at all times. Unless you have been advised otherwise please leave site as soon as possible after dropping off/collecting equipment.

This process has been put in place to ensure your well-being and we thank you for your patience and co-operation at this difficult time.

Best Wishes

*Insert Name*

*Insert Role*