Return to 32 Lincoln’s Inn Field
April 2021

Please note **where possible, all staff should continue to work remotely** so that those who need to be on campus to work and study can do so safely in a physically distanced environment.

As a reminder, **staff must complete a health questionnaire** and speak with their line manager before returning to campus to work, especially if you have flagged any particular vulnerability to COVID-19 in your responses.

This document provides information specific to 32LIF to enable staff who need to return to the building a quick overview of the new access and use arrangements in our building.

Please continue to read LSE staff briefings for updates regarding access to campus facilities. Read the ‘**Return to Campus guide pack for LSE Staff**’

This digital pack, and the information linked to from within, sits alongside the more comprehensive **staff resource centre page** which contains a fuller set of information relating to COVID-19.

**General Information**

Building open: Monday – Friday 8am – 10pm

Masks or visors are mandatory to enter the building and in communal areas, unless medically exempt

**Testing**

It is not a requirement of access to have a negative Covid test. All staff are encouraged to test themselves regularly for Covid (twice weekly) if they are coming into campus.

- You can book a test at the LSE testing centre [here](#)
- Or you can order lateral flow tests to be delivered to your home address from the NHS [here](#)

**Access to building**

- You will need to enter the building via Lincoln’s Inn Fields entrance and exit via the Portugal street exit as it will be a one-way system.
- You will need your ID card to access the building. You may need to update this at the Badging Office in the Old Building

**First return to the building**

- On first accessing the building please update your Salto key so that you will be able to access your office
- Your computer make take longer to start up so please be patient and if you experience any problems contact your appropriate IT support team (Nic Warner or the IT ServiceDesk).
Your telephone system may have changed and more information can be found [here](#).

### Kitchen:
- Doors to kitchens to be left open
- Masks to be worn whilst using the kitchen facilities
- TWO people in the kitchen at a time
- Taller bottles not to be filled up from the water cooler - drinking vessels must not touch the water dispenser itself
- Staff are encouraged to bring lunch/food in tupperware container, eat from this and take it home to be washed up - Dishwasher is not to be loaded or operated.
- Sanitising wipes will be provided. Staff to wipe down all controls/equipment before and after use
- Paper towels only to be used – no tea towels
- Seating area in the kitchen cannot be used – you will need to take your food back to your desk.
- Milk, tea, coffee and sugar will not be provided.

### Toilets
- Single occupancy toilets will not have restrictions
- All multiple occupancy toilets will have reduced capacity – TWO people allowed in at any one time.
- The cubicle nearest the hand dryer will be locked out of use. Sinks will be blocked off to ensure social distancing
- Social Distancing rules apply, including the wearing of masks to apply at all times if possible.
- Hand Sanitiser will be provided along with hand soap.
- All maintenance issues to be reported to econ.hub@lse.ac.uk

### Your responsibility
- When coming into the building, you must use the hand sanitiser at the entrance and wear a mask in communal areas.
- You can collect packages containing sanitising wipes and PPE from the post room on Level 1.
- Extra hand sanitiser will be provided in the toilets and kitchen.
- Sanitising wipes will be provided in your workspaces to clean your own desk and IT equipment and door handles.
- You must not sit in other offices or at other desks, unless you have been authorised
- If you require more sanitising wipes, PPE packages can be found in the level 1 postroom.
- Those in single offices: please keep your door closed at all times.
- Wear a mask in shared offices where two metres social distancing cannot be maintained.
- IT support will be delivered remotely when possible. Where it is necessary for IT staff to enter offices, health and safety protocol will be followed.

### PhD Students
- For PhD students who do not have arrangement with a Research Centre, do not have a suitable working environment at home and/or would like to return to the campus they will need to book a desk in advance to ensure you have somewhere to work.
• Go to https://mybookings.lse.ac.uk/. All the available desks are listed, and both MRes and PhD students should be able to book them. If you have any queries about the system, or problems making a booking, please contact me or Anna via our new shared mailbox, econ.mres.phd@lse.ac.uk.

Fire alarm

• If there is a fire alarm, follow standard procedure being mindful of social distancing rules wherever possible. Masks must be worn, unless exempt. Assembly point remains the corner of NAB and Lincolns Inn Fields.

If you feel unwell

• You must report to managers any signs of becoming unwell before coming onto campus
• Report your symptoms online, using LSE Trace
• A first aid box is available in the kitchen on your floor. Only use the first aid box for minor injuries (i.e. cuts); if you require first aid for more serious injuries dial 666.

Support staff

Administrative support will remain online. To report any issues in the building, arrange access or to order more hand sanitiser or sanitising wipes for kitchen, toilets or your workspace, contact:

Economics econ.hub@lse.ac.uk

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