Return to Campus – STICERD/CASE Staff
Covid-19 arrangements

Colleagues who need to return to the 3rd floor of 32 Lincoln’s Inn Fields should follow the below process. If you need to collect items from your workspace or would like to have them sent to you, please contact Annie a.nicholas1@lse.ac.uk and we will arrange a time and date for you to collect them.

Please do not return without informing the Centre Manager first.

1. **Before** returning to Campus:

   All staff will need to complete the LSE Return to Campus health questionnaire before returning. PhD students will be contacted by their home Department. The link can be found here. If you are considered at high risk, an individual risk assessment will need to be carried out with HR.

   LSE coronavirus guidance
   LSE Trace
   LSE coronavirus protocol for staff
   LSE coronavirus protocol for students
   LSE staff wellbeing resources

**Single occupancy offices:**
For staff members in single occupancy offices please complete this form before accessing the floor. You will only have to complete this form once if you have a set working pattern. If you will be going in on an ad-hoc basis, please complete this form each time.

**Shared offices:**
Please email Annie a.nicholas1@lse.ac.uk and confirm your plans for returning to Campus. A rota will need to be established for any shared office space. 3.12 will be available only for students.

**Study space/hot desks:**
These will be used exclusively for PhD students who need to be on Campus. A booking system will be in place and further details will be shared by the Centre Manager once this is in operation. Any PhD students who do need to be on Campus for teaching, please email Annie so that we can plan around teaching schedules.

**Testing:**
LSE is launching its own on-campus testing facility from Monday 21 September. All staff and students that will be coming onto campus for the start of term should book a test. The testing service is located at Connaught House, please follow this link for information on how to book a test.

2. **Coming into the building:**
- **Entry** will be via Lincoln’s Inn Fields and **exit** will be via Portugal Street. Hand sanitiser is available at the entrance reception.
- **Masks must be worn** when entering the building and in all communal areas (kitchen, toilets and corridors) unless medically exempt.
- **The new building opening times** are 08:00 – 22:00.
- **A one-way system** will be in operation throughout the building. Floor markings will indicate the direction of travel.
- **No more than 2 people to use the lifts** at any one time. Please use the stairs where possible (stairs are allocated as either up or down).
- **There must be no waiting or congregating** in the stairwells or corridors.

3. **On the 3rd floor:**

- Extra hand sanitiser will be provided in the toilets and the kitchen.
- LSE cleaning staff will regularly clean the staircase entry/exit doors on the floor.
- You must not sit in other offices or at other desks, unless you have been authorised.
- Staff returning to campus will receive a care pack which will include a mask, hand sanitiser and anti-bacterial wipes by the School. We are awaiting information on the ordering system for this.
- Report any issues to the Centre Manager. For IT issues please contact one of the IT team (contact list below).

**Kitchen:**
- Two people maximum allowed in the kitchen at any time.
- You must wear a mask whilst using the kitchen facilities (unless medically exempt) and signage is in place to indicate this.
- Wipe down all controls/equipment before and after use.
- The communal seating area will be blocked off.
- Dishwasher and shared Nespresso coffee machine will not be available to use.
- Disposable paper towels to be used to dry hands.
- Drinking cups/bottles should not touch the taps or water cooler.
- Staff and students are encouraged to bring lunch/food in their own Tupperware and take this home to be washed.

**Toilets:**
- All multiple occupancy toilets will have reduced capacity – **two people** allowed in at any one time.
- 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.
- Maintenance issues to be reported to Estates and Centre Manager. Minor issues/requests should be submitted via the estates helpdesk.
4. Stationery, printers and photocopier:
   - Stationery can be ordered by the administrative team for home delivery.
   - Avoid printing and photocopying where possible. If you do have to use the shared printers, please wipe down the touchpad before and after use and wash your hands before and after using any shared equipment.
   - Paper can be found in the unlocked cupboard in the corridor next to the kitchen. There will also be antibacterial wipes, screen cleaning wipes and extra hand sanitiser in this cupboard.

5. Events and Seminars:
   - Events and seminars will be held online during Michaelmas term. Please check the STICERD/CASE events page here which will be updated.
   - Please contact Lubala Chibwe: l.chibwe@lse.ac.uk for any STICERD event queries and Nora Takacs n.takacs@lse.ac.uk for CASE.

6. Remote data access:
   - The School has recently negotiated remote access to ONS data after lockdown. If you are planning on returning to campus, please make sure not to access the ONS data on SRS and SDS whilst on campus for whatever reason. If you have any questions about data and data access please contact Annie a.nicholas1@lse.ac.uk before contacting the IT team.

7. Staff contact details:

   **Core administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annie-Rose Nicholas</td>
<td>Centre Manager – STICERD and CASE</td>
<td><a href="mailto:a.nicholas1@lse.ac.uk">a.nicholas1@lse.ac.uk</a></td>
</tr>
<tr>
<td>Lubala Chibwe</td>
<td>STICERD Communication and Administration Officer</td>
<td><a href="mailto:l.chibwe@lse.ac.uk">l.chibwe@lse.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:sticerd@lse.ac.uk">sticerd@lse.ac.uk</a></td>
</tr>
<tr>
<td>Nora Takacs</td>
<td>CASE Administrator</td>
<td><a href="mailto:n.takacs@lse.ac.uk">n.takacs@lse.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:case@lse.ac.uk">case@lse.ac.uk</a></td>
</tr>
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   **IT team**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nic Warner</td>
<td>IT Manager</td>
<td><a href="mailto:n.s.warner@lse.ac.uk">n.s.warner@lse.ac.uk</a></td>
</tr>
<tr>
<td>Michael Rose</td>
<td>Information Systems Administrator</td>
<td><a href="mailto:m.rose2@lse.ac.uk">m.rose2@lse.ac.uk</a></td>
</tr>
<tr>
<td>Hitesh Patel</td>
<td>IT Support Officer</td>
<td><a href="mailto:h.patel12@lse.ac.uk">h.patel12@lse.ac.uk</a></td>
</tr>
</tbody>
</table>
### Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Bardhan-Roy</td>
<td>Information Manager</td>
<td><a href="mailto:a.bardhan-roy@lse.ac.uk">a.bardhan-roy@lse.ac.uk</a></td>
</tr>
<tr>
<td>Kalliopi Vacharopoulou</td>
<td>Web Developer and Content Manager</td>
<td><a href="mailto:k.vacharopoulou@lse.ac.uk">k.vacharopoulou@lse.ac.uk</a></td>
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### Estates contact information:

All minor estates issues should be reported via the estates helpdesk. The login can be found here: [https://info.lse.ac.uk/staff/divisions/estates-division](https://info.lse.ac.uk/staff/divisions/estates-division). General enquires can also be submitted to estates.admin@lse.ac.uk.

To report an emergency or very urgent job please dial ext. 2444 or #6244. If calling from an external number dial **020 7831 8713**. This number is for emergency use only and is staffed between 8:00am - 5:00pm.

### 32 Lincoln’s Inn Fields Reception details:

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<thead>
<tr>
<th>Details</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>020 3486 2888</td>
<td></td>
<td><a href="mailto:lse.32L.reception@lse.ac.uk">lse.32L.reception@lse.ac.uk</a></td>
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