

4th September 2020

Dear Visitors,

We are delighted that are coming to YSJ campus to support our students, I know many of you will be here to support the Early Start programme and others may have ongoing work in the weeks to come.

It really has been the oddest year to plan the Early Start programme and Patricia and her colleagues have worked incredibly hard to bring students, what we hope, will be the most inclusive programme to date, which is an extraordinary feat, given the circumstances. The programme has had to be devised for both on-campus and remote elements, with the majority of staff are working from home, the canteen has had a refurb and is under new management and the whole campus has been changed to one way traffic.

 I need to advise you about certain Covid procedures that we must observe, to keep students, staff and guests safe. We all have a personal responsibility for each other, so please read these guidelines carefully. Please note we are responding to the ongoing and changing guidance from the University, Government and Public Health England. Please be aware elements of the programme are subject to change.

* **Do not travel from areas which are in-lockdown. Please continue to follow updated government guidelines on these restrictions.**
* **Any student or member of their family, who has Covid-19 symptoms or has been positively tested for Covid-19 during the week preceding Early Start must advise the DA team. You must NOT come to campus. We will then advise you how you can register and take part in the programme remotely.**
* **All visitors will need to report to the Reception Team in De Grey on arrival and departure, so they can log your details. At all times, facial coverings must be worn by everyone, in all YSJ buildings, and outside, if a 2 metre distance cannot be maintained.**
* **We are aware some people may be exempt, if this is applicable, please inform a member of the DA team or contact us at:** **disabilityadvice@yorksj.ac.uk**
* **If you are bringing any documents with you, please put them in a paper or plastic document holder, which is secured, with the contents clearly marked on it. We will provide a box for them to be collected in. The box will then be quarantined for 72 hours, before the DA staff will have access to it.**
* **With the exception of Blue badge holders – there is no parking on campus.**
* Please note: There is no cash taken on Campus. **All food venues will be taking card transactions only.**

Thank you, once again for your patience and understanding given the circumstances. If you have any questions, please contact us at disabilityadvice@yorksj.ac.uk and we look forward to welcoming you to YSJ.

We look forward to meeting you and I know that our students will benefit from your support and from your experience.

Whilst the team are predominantly working from home, we expect there to be one member of the team on each day of the week, who is working in the office.

Kind regards

Janet

Janet Britton

Support Development Manager

Student Life