

**BULLETIN 4.01 – INFRASTRUCTURE: BUILDING ACCESS**

1. **Context.** This bulletin concerns building access following the effective closure of the MSB to all but essential staff.

2. **Access to the building.** The Quaestor has directed, in accordance with Government direction, that all buildings are to be locked except for essential workers. The School produced a list to the PO last week and, accordingly, letters have been sent to named individuals. Staff who do not have a letter should not travel to the building and, in any case, will find that their swipe cards are disabled.

If the situation changes and any individual who does not currently have a letter of access requires to obtain entry to the building, they should contact the med school manager on [medschoolmanager@st-andrews.ac.uk](mailto:medschoolmanager@st-andrews.ac.uk). It may be possible to have additional staff added to the list, but this is not within the gift of the School.

In order to confirm that those who need access have been issued with a letter could all those in receipt of a letter send a one-line email to: [medschoolmanager@st-andrews.ac.uk](mailto:medschoolmanager@st-andrews.ac.uk) confirming they have one.

3. **Instructions from the Quaestor**

**From:** Quaestor <[quaestor@st-andrews.ac.uk](mailto:quaestor@st-andrews.ac.uk)>

**Subject:** Building Access

**Date:** 30 March 2020 at 17:38:43 BST

Dear Heads of School and Service Directors,

Thank you for your, and your colleagues', assistance in preparing for the closure of University buildings following our communications to you a week or so ago.

We are writing to confirm that we have now completed the closure of our buildings in order to comply with the government's lockdown advice. This means that staff are not permitted access to any of our buildings except in a very small number of cases where named individuals have been issued with 'essential worker' status and identification, as recognised by agreement with our local police force.

Please would you communicate this to your colleagues as soon as possible, and make it very clear that, from now on, only exceptionally pressing requests for access will be considered? Any cases must be presented by you, as Heads and Directors, to the Quaestor for Units and the Master for Schools. We regret that requests will not necessarily be granted, and any appointments to enable access may take some time to arrange.

**Professor Lorna Milne**

Master of the United College and Deputy Principal

**Derek A. Watson**

Quaestor & Factor