

**All Staff Email
Friday 20 March**

Dear Colleagues,

It was communicated to students and heads/directors yesterday that the **BRC LRC will be closing today at 6pm for an unspecified period of time**. This is to allow for the pooling of staff to keep the **BOC LRC open 10am to 4pm midweek only from Monday** – both LRCs will be closed at weekends.

From Monday, you will need to use your campus card to enter the BOC LRC. This will help ensure that access is limited to staff and students. There is a doorbell by the main doors if anyone needs assistance. The SIZ service will also operate during these hours as best we can with our everchanging staffing levels. Our latest opening hours can always be found at <http://help.chi.ac.uk/opening-times-learning-resource-centres-and-siz>. The student email sent yesterday is attached for your reference.

There are, of course, implications to closing the BRC LRC which you need to be aware of:

BRC Post

Estate Management has arranged for all BRC campus post to be redirected to BOC for a period of time. As such, this will result in delays to receiving your items. Whilst we're responding to these exceptional times, can we please ask that only essential items are ordered to minimise the pressure this will cause to the service.

Parking regulations

From Monday, parking restrictions will be relaxed at both campuses. This will compensate for parking permits not being available from the BRC SIZ. This will be in regular review and further communications will be sent as things progress.

BRC LRC Annex

This area of the LRC will remain accessible to staff and students, however the metal gate between the annex and main LRC will remain closed during this period.

We're very grateful for your ongoing support and understanding as we deal with the implications of the Covid-19 virus on our community. The context is in constant flux and we are monitoring the situation closely and will continue to make modifications to services as needed.

I wish you all a safe and enjoyable weekend.

Kind regards
Vito

Vito Mastrodonardo
Head of Support & Customer Experience