

Limited office access

Amy Balsom, Senior Associate Dean/Administration and Finance

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Dear Stanford Earth faculty, postdocs, graduate students and research staff *,

We are writing to let you know that starting next Thursday, November 11th, limited office access will be permitted in order to allow for critical research and teaching that cannot be done remotely. We piloted this process with faculty last month and are now ready to expand access. We are starting slowly and at this point, **for shared offices, we are only allowing people to book one time block per week.**

While reasons for return will depend on the individual situations, requests for office access generally fall into one the following categories:

- Work requires access to material or data that is located at Stanford, and cannot be accessed remotely. This might include confidential information, protected servers, unique teaching materials, or large datasets.
- Work requires access to equipment or infrastructure that is present at Stanford, but not at the remote location. This includes high-bandwidth connections needed for quality interactions with remote students, or equipment for recording high-quality remote presentations.

Otherwise, all work that can be done remotely **MUST** continue to be done remotely.

Please visit our [COVID-19 Information page](#) and follow the 5 steps near the top of the page. You will need to submit a request (Step 3) which will route to your DFO (department manager) who will review and approve or deny your request. Requestors will then receive information by email once the request has been approved, including a link to a shared schedule/calendar. You MUST schedule your time every time you come in (Step 4). This is essential for both contact tracing and for compliance with Santa Clara County regulations. Violations carry a \$10,000 fine!

If you are a faculty member who already has office access, you do not need to request it again.

We hope providing this additional access will further support your research and teaching. If you have questions or concerns, please contact your DFO, me or Sandy Meyer.

Please stay safe, wear a face covering, wash your hands and do your health check whenever you are coming onto campus!

Best regards,

Amy

* this only applies to people in Stanford Earth facilities. If you are in Y2E2, go [here](#) to request access.

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