**Access to graduate student offices during COVID**

**Intermittent access**If you need to access your office while you are conducting lab work and your time in the office is limited to short visits of no more than a few minutes you do not need to submit a request for access. If there are other students in that office when you need access, please make arrangements ahead of time so that the maximum capacity of the office is not exceeded. Our priority is to enable these kinds of short visits by students conducting lab work (or engaged in other in-person activities related to their research).

**One-time access**
If you need one-time access to your office for any reason (e.g. to retrieve items) and your visit is brief, you do not need to submit a request for access. Please, however, ensure that the capacity of your office is not exceeded during your visit.

**Extended access
If you have already submitted a request for extended access you do not have to do so again.**  If you need regular access to your office for more than a several minutes at a time, you are required to submit a request for extended access. Your supervisor must agree to this request and provide an explanation outlining the need for access.  Please include a copy of your COVID19 training module certificate with your request for extended access.  The request can be found here:

<https://www.trentu.ca/els/sites/trentu.ca.els/files/documents/Request%20for%20Extended%20Student%20Office%20Access.pdf>

If you submit a request for extended access you will be required to share your email address with other office users and to have completed the covid19 training module on Blackboard. It will be your responsibility, together with other office users, to arrange a schedule of access that does not exceed the maximum capacity of the office or otherwise conflict with covid19 safety protocols.

Marcel Dorken