Keeping you safe through Covid-19
Terms & Conditions while using the Careers and Enterprise Centre
Monday 7th September 2020 onwards

Notice for students using the Careers and Enterprise Centre

If you or anyone you are living with are displaying symptoms of Covid-19 - high temperature, continuous cough, loss of sense of taste or smell, then you must not come onto campus to use our service. If you do attend the Centre and are displaying symptoms, we will politely ask you to return home and rebook with us on another day once you have recovered and honoured the government’s self-isolation guidance (as of 30 July this is 10 days).

Booking and Attending Careers Appointments in Person

Whilst Covid-19 continues, we will be running the majority of our appointments online. However, if you do not have a private space to have an online appointment, or if you feel you would benefit from an in-person appointment, then you are welcome to book a careers appointment in person. Please note that Careers Appointments will not take place in the Careers and Enterprise Centre – location of appointments to be confirmed.

All we ask is that you follow the terms below:

- You must send over any documents you would like reviewing in your appointment, at least 60 minutes in advance of your appointment. Please send your documents to careers@qmul.ac.uk.
- You must bring your own device (laptop or tablet) to the appointment with a copy of any documents you would like reviewing already saved on it.
- We will not accept paper copies of documents in the appointment.
- You must have MS Teams already downloaded onto your device. Please click here to download MS Teams. Your Adviser will use MS Teams to go through your documents with you – the adviser will have your document/s open on their laptop and you will have it open on your device, so as to avoid any contact and reduce the risk of infection.
- If the weather is good, your Adviser may invite you to have your appointment outside. If you would prefer not to go outside for reasons of confidentiality or otherwise, then this is your choice and the Adviser will full respect this.
- You will abide by the 15 steps to keep yourself and others safe (full details below).

Booking the Careers Booth for private use

We have one small room available for students to book during office hours: Monday to Friday, 9:30am to 5pm. This space is called the Careers Booth and is available to all students who don't have a quiet space for careers appointments or parts of the employer recruitment process.

If you meet either of the following requirements, you can book to use a Careers Booth 7 days in advance, in 1 hour time slots, subject to availability:

- You have a virtual interview with an employer, or a virtual assessment centre, or psychometric tests/online tests, or anything else required as part of an
application process for a real job or opportunity and you cannot access private space for this activity anywhere else on or off campus.

- You have booked a remote careers appointment (application advice, enterprise, practice interview etc) and you cannot access private space for this anywhere else on or off campus to have the appointment.

Other requests will be considered by the Careers front desk team on a case-by-case basis and at the discretion of Careers staff. Please note that priority for booking the Careers Booth will be allocated to students with an immediate and real employment need.

To book the Careers Booth, please call 020 7882 8533 between 9.30am and 5pm or email careers@qmul.ac.uk. We will do our best to accommodate all Careers Booth booking requests but cannot guarantee availability. Students may be asked to provide evidence of need if space is in high demand.

Once you have booked, we kindly ask that you abide by the 15 steps to keep yourself and others safe (full details below).

**Accessing Our Information and Resources**

We have removed all our paper resources from the information room in order to minimise the risk of Covid-19. You can browse our Getting Into Guides and other materials but please refrain from touching these - all of our Getting into Guides and resources are available online – please visit careers.qmul.ac.uk.

**15 steps to keep yourself and others safe when booking a Careers Booth or attending a Careers Appointment:**

1. You will not attend your appointment or Careers Booth booking if you or another member of your household are displaying symptoms of Covid-19.
2. You will not attend your appointment or Careers Booth booking if you are in the clinically vulnerable or extremely clinically vulnerable groups, without an assessment from your GP.
3. You will immediately return home if you develop symptoms of Covid-19, wearing a face covering and taking care to physically distance yourself.
4. You will follow the reasonable instructions of University staff who are working hard to keep the campus safe for your benefit.
5. You will keep your personal belongings with you at all times.
6. You will cancel your booking if no longer required.
8. You must notify the Careers front desk when you have arrived for your Careers Booth booking.
9. You must vacate the Careers Booth / appointment room promptly.
10. You must use the hand gel provided on entering and leaving the Careers Booth / appointment room.
11. You must use the wipes provided to clean the table, chair and Careers Booth / appointment room area before use.
12. You must comply with social distancing as set out by the floor markings, and you must not move furniture.
13. If you are not wearing a face covering, please keep at least 2m away from other people where possible. Be aware of other people’s positioning and make way for others in congested areas.
14. You must leave the Careers Booth / appointment room clean and dispose of refuse before you leave.
15. If you have any questions or need assistance, please notify our front desk staff, or call 0207 882 3333 in emergencies.
Please be aware that misuse of the Careers and Enterprise space may result in action under the Queen Mary University of London Code of Student Discipline.

Data protection notice: Your contact details may be disclosed to the NHS Test and Trace service in the event of another service user testing positive for Covid-Your personal details will not be used for any other purpose.

Last updated 4th August 2020