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Subject: building access as we prepare for the Fall
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Hi everyone.

First, I wanted to thank everyone for your efforts and we manage this unprecedented time. I know you have heard that a lot (from a lot of different sources), but I really appreciate our team efforts, especially Pat, Nicole, and Stasi who have been working to keep our building safe, and in working condition, so we can welcome back our students in the fall. I also wanted to thank all of our research faculty and staff who have been working in the building since May, as their commitment to safety has also allowed us to be in great shape for the fall. Lastly everyone that has been working from home (or WFH as my daughters have taught me), your efforts are a huge part as to why we are able to make plans for the fall.

With this though, I know that many of you left on pretty much a moment's notice, and have items that you need to continue WFH, or are in need to supplies to continue your work. Therefore, we are instating a process by which you can come into the building and get the things you need. If you would like to come to pick up items from your work space, please contact Pat at cop.bldg.access@umich.edu to let us know when you would like to show up and we will work with you on getting you access you need.

We will be allowing a limited number of people access at any given time, and Pat and Stasi have agreed to coordinate this (thank you Pat and Stasi). If you need to take equipment home please fill out the following [form](#) to let us know what you would like to take. Once you have a confirmed a time for entry, **you will need to sign in AND out** of the building if you are going beyond the dock and undergo screening by our building greeter. For this process we have several questions that you need to answer and then have your temperature taken. For the questions you can answer these in advance using the following [link](#) and then show the check mark to the greeter. If you do not receive a check mark, you need to follow the instructions on your screens as follow up and not enter the building.

Again, thank you for your support of the College by saying at home and please let me know if you have any questions

Vicki

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