**Guidance Note: Commuting to Campus**

The following short guidance has been prepared to support the safe travel to and from UCL campuses.

First and foremost, and in line with Government guidance, we must reiterate the need to stay at home and avoid travelling to work unless your work requires you to attend campus. If required to work on campus, this should still be assessed on a day by day basis.

If you need to travel to UCL, try to avoid putting yourself at unnecessary risk and seek to travel by the safest means available to you. This also means looking to stagger the time at which you may travel – either leaving earlier or later to avoid the peak hours. Managers should discuss options with their teams to ensure staff feel supported to leave and arrive at campus at variable times.

**Walking or cycling**

If you can walk or cycle, we encourage you to do this. UCL is currently installing 600 new cycle racks and a Buddy Scheme to enable staff to support each other in cycling to UCL. For details on free bike maintenance, choosing a bike, local routes and UCL’s bike network and more, see [UCL’s cycle and walking pages here.](https://www.ucl.ac.uk/sustainable/cycle-and-walk-ucl)

We are also looking at the means by which you store cycling clothes and equipment. Some lockers will be available and we are looking to increase the number of lockers but we would also suggest that you store locally in your office/area of work where practicable. For the time being, our shower and changing facilities will not be available although we are looking at how we make these accessible in a safe way.

**Travelling by Public transport**

TfL guidance on safe travelling can be found here: <https://tfl.gov.uk/campaign/coronavirus>

If you need to use public transport, avoid the busiest times: 05:45-08:15 and 16:00-17:30, and the busiest stations and lines. TfL provides information on the busiest stations and times here: <https://tfl.gov.uk/status-updates/busiest-times-to-travel>.

If you are travelling, follow the TfL safety and hygiene measures. They help protect you and everyone else on the transport network.

* [Wear a face covering](https://tfl.gov.uk/campaign/face-coverings)– here’s the Institute of Making’s [advice for making your own](https://www.instituteofmaking.org.uk/blog/2020/05/face-coverings-faqs)
* Keep 2 metres apart from others where possible
* Follow signs, listen to announcements and pay attention to staff
* Wash your hands before and after your journey
* Carry hand sanitiser or use sanitiser points at stations
* Use contactless or Oyster to pay for your travel

TfL has also advised that, there will be controls at all stations. Passengers may be asked to wait to enter a station [to control the flow of customers](https://tfl.gov.uk/info-for/media/press-releases/2020/may/tube-rail-and-bus-services-stepped-up-for-people-who-have-to-use-public-transport). Passengers not wearing a face mask may be asked to comply with the rules unless they are carrying an exemption card. Details on the exemption card are here: <https://tfl.gov.uk/campaign/face-coverings#on-this-page-2>

**Planning your route by public transport**

If you are travelling by tube to or from Bloomsbury, it is worth considering the use of either Tottenham Court Road or King’s Cross Underground stations. Both of these stations have large concourse areas which support social distancing. Some research suggests that travelling by forms of transport with better ventilation such as bus or overground train is less risky so you may want to consider this but if you need to travel by underground, please follow the safety advice offered by TfL.

If you need information on the status of the Underground/DLR/Overground route which you plan to travel by, check here: <https://tfl.gov.uk/tube-dlr-overground/status/> We are looking to make this information available on the UCL building screens.

If possible, consider completing the last section of your journey by bike or foot. Especially in Central London there are many cycle hire schemes that allow travellers to complete their journey by bike. Many of the mainline stations are walkable from UCL, for example Waterloo is a pleasant 30 min walk from UCL’s campus.

**Travelling by car**

UCL is NOT encouraging any member of staff to travel by car. In line with our approach to sustainability, we are seeking to minimise the impact of our activities on local air quality and local congestion.

That said, we recognise that car use will be necessary for some members of the UCL community. The UCL Parking Policy is here: <https://www.ucl.ac.uk/estates/our-services/security-ucl/parking-ucl/booking-parking> In accordance with this policy, we will be prioritising any parking spaces for contractors and for people with disabilities. Please contact UCL Logistics if you hold a blue badge and require access to a parking space. Alternatively, the Camden Green Badge parking scheme offers an alternative to people with disabilities: <https://www.camden.gov.uk/green-badge>

**Arrival at UCL**

In line with the new Zoning system for the Bloomsbury campus, please try and enter through the appropriate zone. Welcome stations which include hand sanitisers will be available at the entrances.