

# Covid-19 Loan Arrangements

Audio Visual will continue to loan equipment with additional safeguards in place to ensure that the risk of contamination is minimised.

Below is an outline of our additional processes that we have put in place to supplement our standard SLA

**i** To make a booking request:

Use the online form in the usual way.

Alternatively if your request is more involved or you are requesting a large number of items, it may be advisable to email us at [av@york.ac.uk](mailto:av@york.ac.uk) so that we can advise if there are any further restrictions or shortages etc.

## Additional safeguards we have put in place:

All available loan stock is stored in a 'clean' area where no returned equipment is stored until it has been processed and the case cleaned with anti-bacterial wipes.

All deliveries will be made to designated areas which the customer must specify at the time of booking (e.g. a reception area or specific room)

Collections from the workshop should be at a designated or agreed time. We may ask you to wait outside until entry is allowed if the workshop is busy.

## Special considerations you should be aware of:

### Availability:

At times there may be high demand for certain items e.g. webcams & basic video cameras. While we may allow some of these bookings, we may make a judgement on the duration and quantity allowed, based on the fact that we need to consider the requirements and availability for other users.

We will try to balance the needs of all our customers for any loan request which is for a large number of items, or a long term loan.

Your responsibilities to maintain distancing and minimise contamination:


When collecting or receiving loan equipment we would request that an appropriate distance is maintained.

A face covering should be worn within our workshop as outlined in the University Policy.

All equipment sealed inside cases should not require cleaning and you must not use water based or liquid cleaning products on any electrical items. If you are concerned about contamination on the surface of any item, you should handle it wearing gloves.

All users remain responsible for care and safety when using equipment borrowed from Audio Visual - our standard terms apply and any damage caused by using inappropriate cleaning products will result in Audio Visual seeking reimbursement for a replacement.

---

 **University Face Coverings Policy**

Policy Use of Face Coverings (VS3.1 - Sep 20)