

Education Building Entrance Guidelines and Procedures for Fall 2020

As the current [State Guidance for Institutions of Higher Education](#) about the resumption of campus activities is still very restrictive, the campus does not yet have permission to resume most activities beyond essential functions. General office use for research, teaching, service or any other purpose is not currently allowed beyond the absolute minimum required for instruction or essential functions. Therefore, **the Education building remains closed for the fall quarter, and until further notice. Everyone must continue to work, teach, and learn remotely until at least January 2021.** The Gevirtz School Building Committee has conducted a survey to determine who needs access to the building during fall quarter to conduct essential activities, and is required to closely track, schedule, and monitor this access to comply with County and State regulations in the effort to protect the health and safety of everyone during the COVID-19 pandemic.

Effective September 28, 2020 keycard access to the building for all Gevirtz School faculty, staff, academic employees and students will be limited only to authorized personnel.

When authorized to access the Education Building:

1. **Register for the daily [online symptom checker](#) and complete the Daily COVID-19 Screening Survey* each day before you enter the building, preferably before 9am.** This requires your UCSBnetID and entering the name of your supervisor:
 - UCSB Employees: Supervisor is the person who approves your time card
 - All Others: Supervisor is your Department Chair or Director
 - CCSP: Steve Smith
 - Education: Julie Bianchini
 - Teacher Education Program: Andrew Fedders

Only enter the building if you are feeling well and do not have any of the following symptoms: fever, cough, shortness of breath and breathing difficulties
2. **All UCSB employees working onsite will be required to pass an online training course** to ensure that all of us are informed about how to reduce potential exposures to COVID-19 in the workplace and what steps are necessary to promote a safe workplace. The "COVID-19 Returning to Work Training" is required by Cal/OSHA and the California Department of Public Health. It is available through the UC Learning Center and is searchable by title using the Find a Course function. *Everyone who is required to complete the course should have received an email notification with a link to the UC Learning Center.*
3. **The name, date, time, and room for each instance of authorized building access will be entered on the Education Building Occupancy Google Calendars (by floor).** Individuals with scheduled authorized access are able to view the calendar(s) for the floor(s) that they are authorized to access.
4. **Use your own individual key card to access the building.** Do not enter along with another person using their key card.
5. **Face coverings are to be worn at all times** while on campus and inside the building. *(This does not apply when (a) in a personal office when alone; (b) while eating or drinking when well separated from others, or (c) if a reasonable accommodation granted by the University exempts the individual from this requirement.)*
6. **Maintain a physical distance of at least 6 feet between you and others** at all times.
7. **Only ONE person may ride the elevator at a time**, unless from the same household.
8. **Exterior/outdoor stairways should be taken to the greatest extent** possible when navigating between floors in the building.
9. **All rooms are considered SINGLE occupancy**, unless otherwise posted.
10. **If in a space that has operable windows, it is recommended that they are kept open while you are there.**

11. **Help maintain a sanitary working environment.** Please wash your hands frequently. Hand sanitizer dispensers have also been installed at the main entrances to the building on the first floor.
12. **Limit use of the restrooms to ONE person at a time.**
13. **Please do not use the kitchens in the building for storing or preparing food.** It is also asked that you do not eat in common areas of the building, and ideally **eat only when outside of the building.**

**If you do not have computer or internet access, the daily COVID-19 screening survey can be completed by phone by calling 1-833-335-0064.*

One-Time Access Requests:

We will continue to accept requests for limited one-time access to the building based upon essential and emergency needs. This includes requests to access to Ada's Lab, only for printing needs. Please plan ahead as much as possible, as **one-time requests are reviewed on a weekly basis** for the following week and later. Requests received by Wednesdays at 5:00pm will be reviewed on Thursdays so that a response can be made to the requestor no later than Friday at 12pm.

One-time building access requests can be made by sending an email to buildingaccess@education.ucsb.edu with:

1. The office or room number(s) needed to be used
2. The rationale for building use
3. The date and time you plan to be in the building

For any immediate or crisis needs, send an email to the Gevirtz Building Committee Co-Chairs, [Briana Villaseñor](#) and [Jill Sharkey](#) and please make it clear in the subject heading that it is urgent and every effort will be made to review the request within 24 hours.

Flu Vaccination Requirement:

Beginning November 1, 2020, flu vaccinations are mandatory for all students, faculty and staff living, working or learning at a UC campus during the 2020-21 flu season. Questions can be directed to FluVaccination2020@sa.ucsb.edu. Information about medical exemptions or accommodations can be found [here](#). More information about the mandatory influenza vaccination can be found on UC's [FAQ page](#).

COVID-19 Information:

Please be sure that you review the latest COVID-19 Information for the UC Santa Barbara Campus, as it is possible that these guidelines and procedures may change as conditions of the COVID-19 pandemic also changes: <https://www.ucsb.edu/COVID-19-information>

Education Building Committee:

Jeffrey Milem, Dean

Jill Sharkey, Associate Dean for Research & Outreach and Co-Chair

Briana Villaseñor, Assistant Dean and Co-Chair

Julie Bianchini, Education Department Chair

Steve Smith, CCSP Department Chair & Hosford Clinic Director

Andrew Fedders, Teacher Education Program Director

Ty Vernon, Koegel Autism Center Director

Betsy Brenner, Professor and Undergraduate Council Chair