The Gevirtz School

Education Building Access Plan:
COVID-19 Pandemic Rules for Research and Academic Access in the Education Building (Bldg. #275)

Effective: October 12, 2020
Updated October 20, 2020

These rules comply with the principles, guidelines and criteria for the use of buildings established for the beginning of the fall 2020 quarter by the UCSB Office of the Vice Chancellor for Research, the Executive Vice Chancellor, and the Chancellor’s COVID-19 Response Working Group. Additionally, these rules attend to Campus Guidelines for Minimizing Risks and Guidance for Building Committees. More recently, the EVC disseminated State Guidance for Institutions of Higher Education that also restricts campus-related activities. The University of California public health policies are developed to be in compliance with local and state guidance.

The campus-wide plan for building use during the pandemic is a 6-stage process, which is different than the California state stages. The start and end of the UCSB stages depend on public health conditions in Santa Barbara County and must comply with county and state guidelines. This plan will be reviewed and may be revised as conditions and guidance changes.

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

This plan will be re-evaluated and updated prior to the start of each future stage, and as guidelines and procedures change as conditions of the COVID-19 pandemic also changes.

On October 15, 2020 the Chancellor sent UC Santa Barbara Asymptomatic Testing Program Information. All faculty, academic personnel, researchers, post-docs, graduate students, and staff who are scheduled to be on campus for instructional, research, or work purposes are strongly urged to make appointments to be tested weekly. (Testing requirements are subject to change based on public health, UC, or campus guidance.)

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.

Education Building Committee: Jeffrey Milem (Dean), Jill Sharkey (Assoc. Dean for Research & Outreach and Co-Chair), Briana Villasenor (Assistant Dean and Co-Chair), Julie Bianchini (Education Department Chair), Steve Smith (Incoming Hosford Clinic Director and CCSP Department Chair), Andrew Fedders (Teacher Education Program Director), Ty Vernon (Koegel Autism Center Director), Betsy Brenner (Professor and Undergraduate Council Chair)
The Gevirtz School Building Committee developed this building plan based upon the campus Research Ramp-up Plan, and guidance provided by the Executive Vice Chancellor and the Chancellor’s COVID-19 Response Working Group. **The Gevirtz School Building Committee has integrated guidance for School-specific needs as they relate to essential work, research, academic, and clinical services both in the building and off-site in this plan.**

**Building Plan Outline:**

- Building Use and Access
- Common Spaces and General Safety Protocols
- Building Access Monitoring and Room Occupancy
- Symptom Monitoring and Case Reporting
- On-Site Research and Clinical Services
- Human Subjects Research
- Off-Site Research Information
- Procedures for GGSE Service Calls for In Person Technicians

**Other Fieldwork related to Courses or Services.** GGSE is consulting on a guidance structure for in-person fieldwork that is not related to CCSP Externships or GGSE Credential programs. At this time no in-person fieldwork is authorized pending further guidance.

**Activities not covered in the GGSE Building Plan:**

1. **Counseling, Clinical, and School Psychology Externships.** Externships and advanced doctoral training within the GGSE will be governed by the CCSP Clinical Oversight Committee. Each externship has a formal Memorandum of Understanding in place with UCSB, which will be reviewed and updated as needed to ensure the safety of graduate students.

2. **Counseling, Clinical, and School Psychology Internships.** Pre-doctoral internships will be overseen by the Director of Clinical Training (DCT) in consultation with other DCTs in the UC system.

3. **Credential program Fieldwork.** All fieldwork associated with TEP and PPS credentials will be governed by the GGSE Credential Leadership Committee. All credential-related in-person fieldwork is suspended in Fall 2020 pending further guidance from UCOP.

Note: No undergraduate students may use the GGSE Building or participate with in-person fieldwork activities at this stage. All undergraduate coursework must be offered remotely.
Building Use and Access

The Education building is currently considered to be “closed” by campus and continues to remain locked, and therefore access is limited to essential work only. Essential work is defined as tasks or responsibilities that must be performed for a critical operational reason, including instruction, and cannot be completed remotely. All work should be conducted remotely to the greatest extent possible. The Education Building may only be used with prior authorization by the Building Committee to perform a task or responsibility that cannot be completed remotely.

Education Building HVAC Assessment
In August 2020, the Education Building HVAC system was inspected by UCSB Facilities DFSS. Our building has a mixed air system, with the proportion of outside air modulates depending on measured outdoor air temperature and relative humidity. The filtration in place is rated at MERV 15, which is classified as hospital-grade and exceeds the CDPH-recommended level of MERV 13.

“Building Ready” Checklist
The completion of the “Building Ready” checklist for the Education Building was confirmed by UCSB Facilities Management on October 9, 2020. The “Building Ready” checklist verifies that:
- HVAC system meets specifications and schedule meets the building plan;
- Flushing of the building water systems have been completed and test results were negative;
- Custodial services are being provided;
- Hand sanitizer dispensers have been placed near all main entries and elevators on the main floor;
- Building/Space Access protocols are in place; and
- Training/Notification of Facilities Staff is complete.

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.

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.

The Gevirtz School Building Committee has conducted a survey to determine who needs regular scheduled 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. Based on results of this survey, we have mapped all individual requests onto a building use schedule. The schedule assures that building density will be limited to less than 20% of office space capacity in each wing on each floor with one person per office at any time. Only these authorized personnel will be able to gain access to the building using their Access card. Additional one-time authorizations may be requested as essential needs arise, and will be approved as long as the goal to maintain a low building density at all times is upheld.
For those who have been authorized for building use, the following guidelines apply:

- **In-person meetings:** No seminars or any other in-person meetings are allowed within the building.

- **Office Work:** All work should be conducted remotely to the greatest extent possible. Access to the building is only allowed if there is a task to be done that cannot be reasonably completed remotely.

- **Instruction:** Instructors may request access to the building only if their household conditions are not conducive to providing instruction (i.e., no internet connection or disruption to utility services; no private or quiet space available to conduct teaching)

- **Graduate students:** Graduate students, like faculty, are only allowed in the building with prior authorization to perform essential activities that cannot be done at home or remotely.

- **Undergraduate students:** Undergraduate students are not permitted in the building unless they are employed as student assistants with prior authorization to complete essential duties that require building use.

- **Administrative staff:** Staff may access the building with prior authorization to complete essential or critical tasks, mainly for shipping and receiving purposes and for accessing files or paperwork in order to complete work that cannot be done remotely.

- **Information Technology Support:** Minimal IT staff will be onsite during normal business hours, practicing social distancing guidelines and protocols mandated by the building rules. Please do not visit the ITG office in-person. There are no in-person services being provided at this time without a prior appointment. If you have a computer issue, please continue to contact the ITG Help Desk by email to help@education.ucsb.edu or by phone to (805) 893-8031.

- **Anyone working on campus is required to complete a daily online symptom checker** and to follow its protocols for follow-up action.

- **Food/Drinks:** Individuals may not eat indoors in shared public spaces. The 4th floor terrace may be used for eating meals if physical distance protocols can be maintained. When drinking water or other beverages, facial coverings should be displaced from the mouth and nose area as little as possible for as short a time as possible. Beverages should be consumed from a container that allows the container mouth to be covered by a lid (i.e. no squirt bottles or open cups/mugs). Beverage containers cannot be left in the building; they must travel home with the individual and be sanitized daily. Avoid using the hydration stations and water coolers. The kitchens are closed except for hand washing. Use of microwaves and refrigerators is not allowed.

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1 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.
When authorized to enter 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 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 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 will 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.

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.**

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2 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.
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 access 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 12:00pm.

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. If access to the building has been authorized, the authorization is valid for that single time only.

All personnel accessing the Education building for any reason and for any amount of time must indicate the date and time of their presence and the room number(s) accessed on the Education Building Occupancy Google Calendars. There is one calendar for each of the four floors in the building. For Fall 2020, all authorized users have been added to the calendar with their pre-approved schedule.

The Building Occupancy Calendars for each floor may be accessed by adding it to your Google calendar by browsing the calendar resources and navigating to the list of education resources or clicking on the following link(s):

education-calendar-Building Occupancy-Floor1 (1st Floor):
https://www.google.com/calendar/render?cid=ucsb.edu_1882nf9c4c0ukjrhr1iirs1egde6@resource.calendar.google.com

education-calendar-Building Occupancy-Floor2 (2nd Floor):
https://www.google.com/calendar/render?cid=ucsb.edu_1886hiaa5ddhggkmmbe2sd58qgbc8@resource.calendar.google.com

education-calendar-Building Occupancy-Floor3 (3rd Floor):
https://www.google.com/calendar/render?cid=ucsb.edu_1886fauno2q88ikjnt9cu7va259go@resource.calendar.google.com

education-calendar-Building Occupancy-Floor4 (4th Floor):
https://www.google.com/calendar/render?cid=ucsb.edu_1881u83ah1hpsi5emi0rkv6ooflf6@resource.calendar.google.com
Common Spaces and General Safety Protocols

- **Face Coverings:** Face coverings are to be worn at all times while inside the building. If you need assistance with obtaining face coverings, please contact Briana Villasenor, Assistant Dean & Building Committee Co-Chair.

- **Physical Distancing:** Please maintain a physical distance of a minimum 6-feet between you and someone else at all times.

- **Sanitation:** Hand sanitizer dispensers are stationed at the main entrances to building on the first floor. Every effort is being made to maintain a supply of hand sanitizer and based upon availability, will also be supplied in the common ‘lobby’ areas of each floor. Frequent hand washing is necessary and encouraged.

- **Elevator:** Only one person may ride the elevator at a time. Protect yourself and others by pressing the button with your elbow, avoid talking and phone usage inside the elevator, and take the stairs when possible.

- **Shared Office Equipment:** Based upon supply availability, disinfectant wipes will be provided near shared office equipment (e.g., copiers) for users to wipe keypads and other touch points before and after use.

- **Mail:** It is permitted to retrieve mail from the mail rooms. All personnel should enter the mail room alone, and wipe all relevant contact surfaces prior to and after retrieving their mail.

- **Kitchens:** Eating is not permitted in shared spaces and all kitchens will be closed for use, except for hand washing. Please do not use the refrigerators and microwaves.

- **Restrooms:** Only ONE individual may be in a restroom at any given time. It is recommended to use your foot to open doors from the inside of restrooms using the newly installed ‘StepNpull’ levers. Individuals waiting to use a restroom should stand away from the door in the lobby or return at a later time.
Building Access Monitoring and Room Occupancy

Access to the building requires UCSB Access keycards. Daily keycard access logs are being reviewed and compared to the Building Occupancy Calendars by the Building Committee for compliance.

All rooms are SINGLE occupancy at all times, unless signage is posted indicating a maximum occupancy for 2 or more in spaces that have been evaluated to be large enough to allow for safe air flow and physical distancing of 6 feet or more between individuals.

Symptom Monitoring and Case Reporting

- All faculty, staff, students, and researchers must complete the daily online symptom checker each day before entering the building.
- Per campus Research Ramp-up guidance, wellness assessments for symptom screening should be conducted by all personnel prior to returning to the Education building each day. The Wellness Assessment is a COVID-19 specific symptom questionnaire. The Wellness Assessment is emailed to all authorized personnel under the Research Ramp-up plan each day.
- Persons who are sick, including with fever, should not come to work and should seek medical advice including COVID-19 testing.
- UCSB Student Health has up-to-date information about COVID-19 testing for students, faculty, and staff.
- Building personnel experiencing any new symptoms and/or with results of COVID-19 testing should report their status to their supervisor, if applicable, and to the building committee co-chairs (Briana Villasenor and Jill Sharkey) and follow the information and protocols provided online at: https://www.ucsb.edu/COVID-19-information/reporting

In case of a reported infection refer to information online at: https://www.ucsb.edu/COVID-19-information/reporting

3 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.
On August 21, 2020, the VCR sent an email about considering moving campus from Stage 3 to a modified Stage 4 named Stage 4a to allow for increased research on campus while remaining cautious given high rates of COVID-19 in Santa Barbara County, “conditions have worsened and State Guidance for Institutions of Higher Education is still very restrictive and dependent on improvements in our County. Very limited resumption of activities in labs is going on with the special permission of County public health agencies. Movement to a future stage requires further review and approval from the County.”

Stage 4a Research Ramp-up General Guidelines:

- Please review all of the detailed information on the Office of Research website related to research and COVID-19.
- The Education Building remains CLOSED until campus provides the required inspections.
- No in-person human subjects research is allowed in stage 4a at this time. Human Subjects Research is being planned for stage 4b or 5 attending to a matrix of risk that is currently under development.
- No use of offices by faculty or research staff for general academic duties, non-essential research or meeting with students and personnel.
- Researchers may now be on site to conduct critical and time-sensitive research activities (excluding in-person human subjects research). All research that can be done remotely should continue to be done remotely.
- The Office of Research has listed the following activities as permissible:
  - Seasonal data collection such as field and agricultural work, experiments close to completion, or deadline-driven whose pause or deferral would lead to catastrophic delay or loss of research results.
  - Animal experiments where a delay would result in euthanasia or loss of a colony.
  - Access for junior faculty nearing tenure review, as well as graduate students and postdocs close to completing their degree/term of appointment.
  - Research for completion of grants ending within 3 months (where funding agency has not granted leniency).
  - Core facilities: recharge facilities based on sufficient “customer” demand (approved projects) where work cannot be done remotely.
  - Limited, monitored access to offices for compelling reasons (faculty at critical career points, such as tenure and promotion, brief access to research materials to conduct research remotely) and adequate safety protocols, upon approval by the building committee, which will assess requests in the context of the overall building plan.
With the research ramp-up general guidelines in mind, the Education Building Committee has established the following policies:

Please review key information at the Office of Research website.

In-person clinical services have been suspended since mid-March and have been transitioned to be conducted via Telehealth visits to the greatest extent possible. This practice shall continue as a primary mode of service delivery, if and whenever possible, throughout stage 3.

During stage 3, in-person clinical services and research may resume only after a proposal is submitted and reviewed by the Building Committee, and it is approved by the Dean in consultation with the Executive Vice Chancellor. The proposal must outline, address, and include the following:

- **Justification:**
  - Why must these services be performed in-person and in the building?
  - What are the benefits of providing these in-person services and risks of not doing so?

- **Who:**
  - What personnel is needed to provide these services?
  - How many clients will receive services?

- **Where:**
  - Which spaces will be used?
  - Include detailed plans to ensure social distancing and limited density within spaces.

- Health screening protocols and plans for contact tracing
- PPE provision and use as well as cleaning & sanitation practices
- Plans for shutting down clinical services if the campus returns to a more restrictive stage

The building committee meets biweekly on Wednesday at 10:00 a.m. Submit proposals by email to Jill Sharkey, Associate Dean for Research & Outreach & Building Committee Co-Chair, jsharkey@ucsb.edu. All submissions received by 5pm on the Friday prior to the Building Committee meeting will be reviewed at the subsequent meeting.

Building Committee Fall Meeting Dates:
- September 23, 2020
- October 7, 2020
- October 21, 2020
- November 4, 2020
- November 18, 2020
- December 2, 2020
- December 16, 2020
Human Subjects Research

Campus-wide Staged Plan for Human Subjects Research

- **Stage 1** - No in-person Human Subjects research (remote Human Subjects research permitted)
- **Stage 2** - No in-person Human Subjects research (remote Human Subjects research permitted)
- **Stage 3** - No in-person Human Subjects research (remote Human Subjects research permitted)
- **Stage 4** - No in-person Human Subjects research (remote Human Subjects research permitted)
- **Stage 5** - In-person Human Subjects research permitted (with approvals yet to be established)
- **Stage 6** - All research operations may resume, including in-person human subjects research

- The Office of Research continues to monitor the [COVID-19 Impact on Human Subjects Research](#) and is considering a phased-in approach in which lower risk human subjects research could be permitted in Stage 4b.

- **Lower risk** refers to procedures that are low risk in terms of COVID-19 transmission (e.g., individual participants responding to stimuli on a computer), and low risk in terms of population (e.g., participants are healthy college students with no prior health conditions relevant to COVID-19).

- Procedures for restarting human subjects research are the same as for Clinical Services and Research. Only after completing the multi-committee review process (The Gevirtz School Building Committee, Field Research Committee if applicable, the Dean, and the UCSB campus Building Committee if applicable) will human subject research protocols be reviewed by the Office of Research Human Subjects Committee.

- If you have a critical need to start in-person human subjects research that is low risk, you must submit a proposal to the Gevirtz School Building Committee.

- Please seek consultation with the Associate Dean for Research and Outreach to discuss your research plan prior to submitting a proposal to the Gevirtz School Building Committee.

The proposal must outline, address, and include the following:

- **Justification:**
  - Why must human subjects research be performed in-person?
  - What are the benefits of providing this human subjects research and risks of not doing so?

- **Who:**
  - What personnel are needed to conduct this research?
  - How many participants are involved in this research and what are their risks for COVID-19 complications?

- **Where:**
  - Which spaces will be used?
  - Include detailed plans to ensure social distancing and limited density within spaces.

- **Health screening protocols and plans for contact tracing**
- **PPE provision and use as well as cleaning & sanitation Practices**
- **Plans for shutting down human subjects research if the campus returns to a more restrictive stage**

- All plans are subject to change based on the health status of the campus and Santa Barbara County

The building committee meets biweekly on Wednesday at 10:00 a.m. Submit proposals by email to Jill Sharkey, Associate Dean for Research & Outreach & Building Committee Co-Chair, jsharkey@ucsb.edu. All submissions received biweekly by Friday at 5:00 p.m. will be reviewed at the subsequent building committee meeting.
Off-Site Research

Off-Site Research may commence during Stage 4a as long as no human subjects research is involved. All off-site research must be approved by the Gevirtz School Building Committee, the UCSB Off-Site Research Committee, and the Dean prior to execution.

Please review the Criteria for Research Ramp-Up Requiring Approval by COVID-19 Offsite Research Committee and complete the Off Site Research Template to apply for off-site research. You will need to make a copy in order to edit the form.

The following guidelines will be followed in reviewing proposals for off-site research.

Travel:

PERMITTED:
- Personal vehicles
- UCSB fleet,
- Private rental companies with disclosed COVID-19 safety protocol (e.g., Enterprise)
- Boats (approved by the Boat and Dive Safety Committee)

NOT PERMITTED:
- Shared vehicles (unless cohabitants/roommates);
- Private rental companies with unknown COVID-19 safety practices
- Travel by air discouraged for all but most exigent circumstances
- International travel discouraged for all but most exigent circumstances

Overnight Accommodations:

PERMITTED:
- Tents, groundcloths, trailers, vehicles, hammocks, etc. (one/person);
- Hotel/dormitory rooms - one person per room.

NOT PERMITTED:
- Shared tents and hotel rooms (unless cohabitants/roommates);
- Air BnB;
- Hostels;
- Private residences with other occupants not part of the research team.

OFF-SITE RESEARCH REQUIREMENTS:
- Fieldwork must allow physical distancing and other COVID-19 safety plan requirements
- Equipment sharing must be minimized with a disinfection plan in place
- Separate cooking and food storage for each participant. (No sharing of food, utensils, cookware, drinks, coolers, bear canisters, etc.)
- International projects involving local staff must adhere to a robust COVID-19 safety plan that meets local and UCSB COVID-19 safety requirements.

OFF-SITE RESEARCH NOT PERMITTED AT THIS TIME:
- Off-site research requiring people to work in close proximity to execute safely (e.g., climbing, entering confined spaces, etc.)
- Off-site research involving volunteers, contractors and undergraduate students
- Human subjects with face to face interactions
NEEDS CLOSE REVIEW:
- Visiting facilities associated with different campuses/institutions (other UCs and outside the UC system);

Emergency Preparedness and Emergency Response Plan:
YES:
- For work in remote areas ensure communication with the team in case of changes in plan due to campus administrative decisions (e.g. Research Ramp-Down);
- For work in remote areas have a contingency plan and medical response plan in case a team member exhibits COVID-19 like symptoms.

NO/Work with the PI:
- If the project is missing the listed elements above, make recommendations and communicate them to the PI

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Procedures for GGSE Service Calls for In-Person Technicians

This is for a call for in person technical support, where the reporting party will be there.

Guidelines for appointments in the ITG offices:
- All meetings with ITG require an appointment.
- If you are an authorized user, please make your appointment with ITG during your pre-approved building schedule.
- If you are not an authorized user, you may request building access (email building access@education.ucsb.edu with justification, space needed, date/time) for the purpose of meeting with ITG.
- A request for building access is not needed when:
  - The individual is meeting with ITG in the ITG offices at an appointed time,
  - The individual can travel via stairs to the fourth floor, and
  - The individual will not use the restroom, elevator, or any other building space that requires key card access
- Please carry your office key and building access key card with you at all times to avoid being locked out of the building as ITG may not let you in to the building. ITG may let you in to your office if you are already in the building with authorized use.

Guidelines for our technicians:
- Wear a mask
- When entering the room/location ask the reporting party to wear a mask if they are not
- Make sure that there is 6ft between each individual
  - If 6ft is not possible, the maximum possible distance
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Wipe down/sanitize machines before work is performed.
- After touching any commonly touched items (Keyboard/Mouse/Doors/Components) use Hand sanitizer (at least 60% alcohol)
- Wipe down/sanitize machines after work is performed.
- Leave the area once the functionality/technical remedy has been completed.

General Guidelines to our customers to help us:
- Please open all windows, if possible, to maximize ventilation.
- Please wear a mask for any interaction with our IT professionals.
- Do Not Visit IT Staff without an Appointment – Contact your IT professional and ask for an available time to deliver or set up your equipment. Do not stop by the offices or work areas of IT professionals for assistance without prior scheduled approval.
- Bring Equipment to Designated Locations – When scheduling your appointment, your IT professional will designate a location on campus where you may drop off or pick up equipment. This is to ensure IT professionals can practice safe social distancing and proper sanitation.
- Clean Your Workspace – If your IT professional will be setting up or configuring technology within your workspace, clean surfaces that are frequently touched (e.g., desks, countertops, electronics, doorknobs) just prior to your appointment.
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- Avoid Close Contact – When scheduling IT support, identify a time when you will not be present in your workspace and arrange appropriate access with your technician. If you have to be present, allow for a distance of at least six feet between you and your IT professional at all times.

- Avoid Handing or Taking Equipment Directly– When dropping off or picking up, avoid handing and taking equipment directly from IT professionals. Instead, allow technicians to pick up, install or remove equipment without physical contact.

- Please Be Patient – UCSB IT professionals are working diligently and taking extra precautions to ensure they are adhering to CDC safety and social distancing guidelines and all technology and equipment are properly sanitized. Technicians may need additional time to properly address the safe delivery and support of their users’ IT needs.