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
Last Revised: March 11, 2021

These rules comply with the principles, guidelines and criteria for the use of buildings established at 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. These rules apply during the COVID-19 pandemic while work and academic instruction is being conducted remotely. 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 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](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.

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 which runs through Spring Quarter 2021 (June 4, 2021). 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.

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.

**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)
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 and Fieldwork Information

Important Notes

Vaccine availability and building use guidance related to being vaccinated is emerging. For current information, please review the UCSB COVID-19 Vaccine Site.

UCSB Campus Travel Guidelines related to vaccines as of March 10, 2021
Vaccinated travelers do not need to quarantine prior to travel but need to follow airline-specific requirements. On arrival vaccinated travelers should quarantine for 10 days (per state standards) unless the destination State or Country has a different requirement. The 10-day quarantine can be shortened with a normal test on day 4 or 5. Use the same procedure returning home.

Building Committee Meeting Schedule and Submission Process
The building committee meets biweekly on Wednesday at 10:00 a.m. Submit proposals by email to buildingaccess@education.ucsb.edu All submissions received biweekly by Friday at 5:00 p.m. will be reviewed at the subsequent building committee meeting. Building Committee Spring 2021 Meeting Dates:
- April 7, 2021
- April 21, 2021
- May 12, 2021
- May 19, 2021
- June 2, 2021

Other Fieldwork related to Courses or Services. 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 is governed by the GGSE Credential Leadership Committee. All credential-related in-person fieldwork is allowed under the campus-approved Credential Fieldwork plan.
Building Use and Access

The Education building continues to have restricted access (25% of capacity). 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 During the COVID-19 Pandemic
The current State Guidance for Institutions of Higher Education about the resumption of campus activities during the COVID-19 pandemic is very restrictive. General office use for research, teaching, service or any other purpose remains restricted as campus continues to restore the use of offices in a safe manner. The most recent guidance on building use was provided in a memo dated February 19, 2021 from Scott Grafton and Vice Chancellors. In order to maintain the key recommendations (e.g., building occupancy below 25%, single occupancy in faculty offices, and careful planning and coordination of multiple or sequential room occupancy), the Education building continues to have restricted access and UCSB employees and students are directed to work, teach, and learn remotely.

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

The Gevirtz School Building Committee is conducting quarterly surveys to determine who needs regular scheduled access to the building during each quarter to carry out 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 these surveys, we map all individual requests onto a building use schedule. The schedule assures that building density will be limited to less than 25% of office space capacity in each wing on each floor with one person per office at any time. Only authorized personnel will be able to gain access to the building using their Access card. Additional one-time
The Gevirtz School

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:

- **No In-person meetings:** No seminars or any other in-person meetings are allowed within the building without prior authorization. Submit requests for multiple person room use to the building committee.

- **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 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 timecard
   - 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. More than one person may be allowed in a room, with building committee approval and adequate square footage provided high-quality masks are worn such as N95, K95, or double-masks made up of a blue surgical mask with straps behind the head covered by a well-fitting cloth mask.

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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.
14. **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.**

**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. **All authorized users are then 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_1882nf9c4c0ukjrhrl1irs1egde6@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_1881u83ah1hpsi5emi0rkv6ooff6@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. Wait at least 15 seconds between users.
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.

Recommendations for office use:

1. Maintain building occupancy per SB County constraints (currently 25%).
2. Individual offices in academic buildings are approved for single occupancy only, regardless of the size of the office. They are not to be shared simultaneously or sequentially.
3. Other rooms larger than 300 sq. ft. that have forced air that is greater than 6 air changes per hour (ACH) and MERV 13 or higher filtration can house more than one person with 150 sq ft of space per person provided that high quality masks are worn, such as N95, KN95 or double masks made up of a blue surgical mask with straps behind the head covered by a well-fitting cloth mask.
4. If windows are present, they should be opened during occupancy, weather permitting. If there are no windows or air circulation, portable HEPA filters should be used.
5. For rooms that are used by sequential occupants, schedule an unoccupied period of at least 2 hours before each new occupant arrives.
6. Avoid scheduling occupants in adjacent offices or on opposite sides of a hallway.
7. If possible, schedule occupants in shifts so that the same individuals are always in the building at the same time. This will facilitate contact tracing.
8. Wear masks while working in single-occupancy offices (except for on-line meetings, instruction, etc.).
9. Whenever possible, maintain a 9’ physical separation. Otherwise, follow SBCPHD recommendations of minimal 6’ distancing.
10. As a general strategy to reduce transmission in our community, review current CDC recommendations for upgrading masks to higher filtering effectiveness.
12. Wash hands frequently.
Symptom Monitoring and Case Reporting

Symptom Monitoring

- 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.

- In addition to completing the required daily symptom survey by smartphone or computer, **UCSB Employees (faculty, staff, and members of our research community)** who have received authorization from their building committee or supervisor to come to campus for instructional, research, or work purposes that cannot be performed at home are **strongly urged to participate in weekly COVID-19 testing**. (Undergraduate students living in campus housing, working on campus, or those attending in-person instruction on campus are also required to be tested weekly.) To make your appointment, log on to the **UCSB Testing Patient Portal** using your UCSB NetID and password.

- Persons who are sick, including with fever, should not come to work and should seek medical advice including COVID-19 testing.

Case Reporting

- **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](https://www.ucsb.edu/COVID-19-information/reporting)

- If a supervisor receives an email notification generated by the Daily COVID-19 Screening Survey that someone is **NOT** cleared to be on-site in the Education building, please forward a copy of the message to buildingaccess@education.ucsb.edu.

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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.
If a positive COVID-19 test result is reported to you please refer to the information online at: https://www.ucsb.edu/COVID-19-information/reporting and then:

1. You, or the individual reporting it to you, should send an email to ucsb-covid19@ucsb.edu with the following information about the person who has a confirmed or suspected COVID-19 diagnosis:

   - Name, email address, date of birth, contact phone number and perm number (if student)
   - Role on campus: student, staff or faculty
   - Department (if faculty or staff)
   - Date of COVID positive test result and result copy (if possible)
   - Type of COVID test (if known)
   - Date symptoms started
   - Most recent date/time/location on campus
   - Identify buildings from when last on campus
   - Date of exposure to other COVID positive individual (if applicable)

2. Send an email to buildingaccess@education.ucsb.edu with as much of the information listed above that you are aware of. These messages are received and read only by the Education Building Co-Chairs, Briana Villasenor and Jill Sharkey.

Effective January 1, 2021 all potential worksite exposures to COVID-19 will be reported by UC Santa Barbara, as required by new Cal/OSHA standards (AB 685). This new legislation requires California employers to provide notice to their employees (including staff employees, academic employees and student employees) and the employers of subcontracted employees of potential exposure to COVID-19 in the workplace within one business day.

In the event that the UC Santa Barbara COVID-19 Response Team identifies instances of a potential exposure to COVID-19 in the workplace, the impacted department will be notified and instructed to follow the campus notice requirements posted on the website of Environmental Health & Safety at https://www.ehs.ucsb.edu/

Questions about the notice process or the campus instructions can be submitted to the following email addresses for Environmental Health & Safety or Human Resources.

- Questions for Environmental Health & Safety should be sent to the Risk Management unit at: ehs-riskmanagement@ucsb.edu
- Questions for Human Resources should be sent to the Employee & Labor Relations unit, using this email address: laborrelations@hr.ucsb.edu

**Instructions on How to Comply with AB685 Notice Requirements**

- Notification Template for UC Employees
- Notification Template for Contractors (Employers of Subcontracted Employees)
On-Site Research and Clinical Services

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.”

As of March 10, 2021, the County remains in the purple tier, however, efforts are being made to increase research capacity. This includes human subjects research and undergraduate research.

Research Ramp-up General Guidelines:

- Please review all of the detailed information on the Office of Research website related to research and COVID-19.
- Limited human subjects research with low or minimal risk is possible at this time if approved through a rigorous process (see Human Subjects Research section).
- Researchers may now be on site to conduct critical and time-sensitive research activities. All research that can be done remotely should continue to be done remotely.

With the research ramp-up general guidelines in mind, the Education Building Committee has established the following policies:

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
Human Subjects Research

• The Office of Research continues to monitor the COVID-19 Impact on Human Subjects Research and currently allows for a limited amount of in-person human subjects research.

• Lower risk refers to procedures that are low risk in terms of location (e.g., outside versus inside), COVID-19 transmission risk of the activity (e.g., individual participants responding to stimuli on a computer versus direct contact), and low risk in terms of population (e.g., participants are healthy college students with no prior health conditions relevant to COVID-19).

• The first step of the human subjects research process is to submit a comprehensive plan to the GGSE Building Committee (buildingaccess@education.ucsb.edu).

• Only after completing the multi-committee review process (The GGSE Building Committee, Office Of Research Participant Safety Committee with this form, the Off-Site Research Committee with this form if applicable, the Dean, and the Office of Research Oversight Committee) will human subject research protocols be reviewed by the Office of Research Human Subjects Committee. Your study must be IRB-approved prior to implementing human subjects research.

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

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

• Where:
  o Which spaces will be used?
  o 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
Off-Site Research and Fieldwork

All off-site research and fieldwork must be approved first by the Gevirtz School Building Committee.

Off-Site Fieldwork

You will need a contract or MOU established between the fieldwork site and UCSB prior to engaging in off-site fieldwork. Once approved by the Building Committee, off-site fieldwork is reviewed by the GGSE Dean and then the EVC. If you would like to request permission to conduct off-site fieldwork, please email the Building Committee (buildingaccess@education.ucsb.edu) for the template, examples, and guidance.

Off-Site Research (without Human Subjects)

Off-site research without human subjects is approved by the Building Committee, the GGSE Dean, the Off-Site Research Committee, and then the Office of Research Oversight Committee. If off-site research includes human subjects, please follow the section for Human Subjects Research.

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);
- 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

Undergraduate Research Lab Guidance

During Research Ramp Up, limited access to research laboratories by undergraduate students will be allowed under the guidelines below that are designed for safety with respect to COVID-19 and conventional hazards. The number of UGs will be highly restricted until conditions allow for a safe return to regular operations. If you have critical research needs with an undergraduate researcher, please contact the Building Committee (buildingaccess@education.ucsb.edu).
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 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
● Avoid 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.
● 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.