

Guidelines for MRL Office Access

Overview:

- As of April 26, 2021, single occupancy use of offices is permitted on campus. All campus safety protocols must be strictly followed. Campus recommendations for office use are available [here](#).

The following items must be completed in order to obtain approval for MRL office use:

- Please review the [MRL Worksite Specific Safety Plan \(WSSP\)](#).
- Please complete the [UC Santa Barbara COVID-19 Returning to Work Training](#) e-course through the Learning Center.
- Please complete the [Worksite Specific Safety Plan Training Record Form](#). Return the signed copy to Sylvia Vogel, sylvia@mrl.ucsb.edu.
- Coordinate with Sylvia to confirm that your MRL Building key card access has been reactivated.
- Self-enroll in [UCSB's Daily COVID-19 Screening Enrollment](#). You must have a UCSBnetID to self-enroll.
- Forward the confirmation of self-enrollment or green 'cleared to work on-campus' email ONCE ONLY to sylvia@mrl.ucsb.edu.
- New occupants only: Please review MRL pre-COVID access requirements [here](#). The [MRL New Participant Safety Training Form](#) must be completed before a desk can be assigned to you.

Before coming to campus:

- If you have a multiple occupant office, please schedule your visit in advance, either through [FBS](#) or another scheduling platform such as Google calendar. Please ensure that you are adhering to the requirement for single occupancy. If you need assistance setting up your office in FBS, please contact Sara Sorensen, sorensen@mrl.ucsb.edu.
- Before you come to campus, complete the daily [online symptom checker](#) and follow its protocols for follow-up action.
- Face masks are required on campus. Please bring a mask with you to campus
 - Enhanced masks, such as N95-style or double-masks, are required for any spaces with multiple occupants.
 - Masks may be removed when inside single occupancy offices if you keep the door closed and windows open. Please be sure to close the windows when you leave.

Entering and exiting the MRL building:

- If you have a hard key, please enter the building from the 2nd or 3rd floor using the exterior stairs.

- If you have an electronic key, enter the building on the first floor. Research personnel are on the first floor and social distancing needs to be maintained at all times. Only one person should enter the building at a time.
- The first floor hallways will no longer be one way or single entrance/exit. Please enter from the door closest to the stairwell or elevator you will use. The elevator is still single occupant only.
- When possible, please take the stairs down when you are ready to exit the building.

Community Spaces:

- The MRL kitchens are open for access. Please observe cleaning protocols and maintain social distancing. Lunch should be eaten outside or alone in offices.
- Meeting rooms are not yet available. Group meetings are not yet approved.

Please contact mrlbuilding@mrl.ucsb.edu with any questions or concerns.