

## Guidelines for MRL Office Access

### Overview:

- All campus safety protocols must be strictly followed. Please view the latest campus guidance on COVID procedures [here](#).

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

1. Self-enroll in [UCSB's Daily COVID-19 Screening Enrollment](#). You must have a UCSBnetID to self-enroll.
2. Please review the [MRL Worksite Specific Safety Plan \(WSSP\)](#).
3. Please complete the [UC Santa Barbara COVID-19 Returning to Work Training](#) e-course through the Learning Center.
4. Please complete the [Worksite Specific Safety Plan Training Record Form](#). Return the signed copy to Sylvia Vogel, [sylvia@mrl.ucsb.edu](mailto:sylvia@mrl.ucsb.edu).
5. Coordinate with Sylvia to confirm that your MRL Building key card access has been reactivated.
6. 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:

- Before you come to campus, complete the daily [online symptom checker](#) and follow its protocols for follow-up action. You may be asked by staff to show your clearance badge.
- Face masks: Please see the announcement [here](#) for detailed guidance on the current campus policy on face masks. Unvaccinated individuals are required to continue to wear face masks in all indoor spaces on campus. Mask wearing for vaccinated individuals is no longer required. Any individual who wishes to do so, may continue to wear a face mask in any setting.

### Community Spaces:

- The MRL kitchens are open for access. Please observe cleaning protocols.
- Meeting rooms are now available for booking for occupants who have completed the above requirements.

Please contact [mrlbuilding@mrl.ucsb.edu](mailto:mrlbuilding@mrl.ucsb.edu) with any questions or concerns.