**POLICY GUIDELINES**

1. **ENTRY/EXIT POINTS**
* Complete the [Qualtrics System: UCR Symptom Monitoring Survey](https://ucriverside.az1.qualtrics.com/jfe/form/SV_cZwHeZMQU2F6Tsx) before coming on campus
* Daily Temperature Monitoring: It is suggested you measure your temperature home, prior to coming on campus. If you have a temperature, please stay home.
* Building Access: Genomics building is unlocked from 7:00 am – 5:00 pm Monday- Friday. The lab doors are locked at all times and thus a fob is required.
	+ Do not open lab doors for anyone. If they don’t have a key/fob, they are not authorized to enter.
	+ **Do not prop lab/entrance doors open.**
	+ Fully close and latch lab/entrance doors when coming and going
1. **INDIVIDUAL RESPONSIBILITY**
* **A mask must be worn to cover the nose and mouth:**
	+ **At all times in indoor public places on campus** (labs, hallways, office rooms, interactive rooms, restroom, etc.)
	+ Use disposable (one-time use) or wash reusable masks each day.
	+ Use proper PPE, including masks.
	+ You do not need to wear a mask if you are alone in an office.
* Self-Quarantine:
	+ Everyone must follow campus guidelines.
	+ If you have been in a social situation that you think has put you at risk, please self-quarantine.
* Personal Hygiene:
	+ Frequent handwashing with soap and water or hand sanitizer to reduce transmission when touching shared surfaces.
	+ Gloves: Per E&HS rules, gloves worn in the lab in research activity with chemicals or any hazardous material need to be exchanged for clean gloves when worn outside the lab.
* Researchers are required to sanitize work surfaces and equipment before and after each use.
1. **COMMON SHARED SPACE RESPONSIBILITY**
* Public Space Sanitization: Each floor will organize and rotate the responsibility of providing 70% EtOH spray bottles at designated locations.
	+ Please sanitize the following after use:
		1. Water fountains
		2. Receiving room keyboard, mouse, and stylus
		3. 2nd floor Film Developer room: Users will also need to maximize efficiency and abide by posted policies.
		4. Bathroom faucets: Users are also requested to use a paper towel to open the door when exiting.
		5. Handrails: There will be no building-wide policy for sanitization of handrails, doors for entry into the building, and corridors. Individuals are encouraged to sanitize their hands once they reach their destination (lab/office).
* **Please wear masks at all times in indoor public shared space on campus (labs, hallways, office rooms, interactive rooms, restroom, etc.)**
* Social Distancing:
	+ Please be cognizant of others to maintain spacing when possible
	+ We suggest that eating take place in the foyer and outside spaces, as feasible.