

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. Please review the [MRL Worksite Specific Safety Plan \(WSSP\)](#).
2. Please complete the [UC Santa Barbara COVID-19 Returning to Work Training](#) e-course through the Learning Center.
3. Please complete the [Worksite Specific Safety Plan Training Record Form](#). Return the signed copy to Sylvia Vogel, sylvia@mrl.ucsb.edu.
4. Coordinate with Sylvia to confirm that your MRL Building key card access has been reactivated.
5. 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, log into the Student Health Patient Portal with your netID, 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 are required in all indoor spaces on campus. Please bring a mask with you to campus. Cloth face masks should have two or more layers.
 - Masks may be removed when inside single occupancy offices without shared ventilation if you keep the door closed and windows open. Please be sure to close the windows when you leave.

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 with any questions or concerns.