**Visitors to Research Facilities**

**COVID-19 Safety Measures and Approval Template**

All visitors to UC San Diego must comply with all [campus safety requirements](https://returntolearn.ucsd.edu/return-to-campus/safety-requirements/index.html), including completion of a COVID-19 symptom screening (either through their employer or through the [Visitor Screening Checklist](https://blink.ucsd.edu/_files/HR-tab/covid-19/Visitor%20Symptom%20Screening%20Checklist%20v3%205-28-20.pdf)).

Visitors to research facilities must also comply with specific safety measures in place within the facility and/or within an individual lab’s Research Ramp Up Plan. **Complete the information below to confirm adherence with these measures.**

Because of population density restrictions in research facilities, department chairs/division heads and PIs/lab managers of neighboring facilities (those on the same floor, and/or those that share public spaces such as restrooms) must be informed in advance of the planned visit, including date, duration and number of visitors. **Please attach communication with neighboring PIs’ making them aware of the visit.**

Visits to UC San Diego personnel in buildings that are not managed by UC San Diego (such as Sanford Consortium) must be approved by that building’s management (*see attached list for contacts*), and visitors must comply with the safety requirements of that building. Where UC San Diego safety guidelines diverge from affiliate building guidelines, the stricter requirements prevail. **Please attach confirmation of building manager’s approval of visit.**

***Please email this form and attachments to*** ***ehsrtc@ucsd.edu*** ***and*** ***researchrampup@ucsd.edu******.***

**Research/Lab Space Visitor Information**

1. PI and/or lab/facility/program being visited (name and email):
2. Department chair/division head of PI (name and email):
3. Date(s) of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of visit :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. List all visitors’ names and affiliation (employer):
5. Describe the purpose of visit:
6. Can the visit be delayed until COVID-19 safety restrictions are relaxed? If no, why not?
7. Facility location (building, floor, room numbers):
8. PIs in neighboring labs/offices/facilities (name and email):
9. Name and email of person who will ensure all safety measures are followed during the visit:
10. Space/room occupancy will be limited to \_\_\_\_\_\_ individuals at a time.

**Safety Measures Reminders**

1. Physical distance of 6 ft between people must be observed.
2. Face coverings must be worn at all times.
3. Hight-touch items and spaces must be disinfected after use (e.g. pens, chairs, tables).
4. Sanitization supplies must be provided (e.g., hand sanitizer, disinfectant wipes).
5. All safety requirements in effect within the facility (approved either by EHS or Research Ramp Up) must be observed by all visitors.

Non-UC San Diego Building Contacts

* **Center for Novel Therapeutics**
	+ Shelby Dolan (property manager): **Email:** Shelby.dolan@biomedrealty.com
	+ Dan Krachon (facilities manager): **Email:** dan.krachon@biomedrealty.com
* **J. Craig Venter Institute**
	+ James Golde (UC San Diego real estate): **Phone:** (858) 534-9768 / **Email:** jgolde@ucsd.edu
* **La Jolla Institute for Immunology**
	+ David M. Hall: **Email:** davidh@lji.org / **Phone:** (858) 752-6543
* **NOAA Southwest Fisheries Science Center**
	+ Marty Nelson: **Phone:**(858) 546-5650 / **Email:**marty.nelson@noaa.gov
	+ Emily Rose: **Phone:** (307) 287-2005 / **Email:** Emily.rose@noaa.gov
	+ Matthew Vogel (facilities + Sea Water): **Phone:** (858) 334-2880 / **Email:** matthew.vogel@noaa.gov
	+ Roger Hewitt (for ships, operations, CIMEAS): **Phone:** (858) 546-5602 / **Email:** roger.hewitt@noaa.gov
* **Salk Institute for Biological Studies**
	+ Annette Klemic: **Phone:** (858) 453-4100 x1000 / **Email:** klemic@salk.edu
	+ Mark Bouchard: **Phone:** (858) 453-4100 x1319 / **Email:** mbouchard@salk.edu
* **Sanford Consortium**
	+ Jeff Steindorf: **Email:** jsteindorf@sanfordconsortium.org
	+ Wally Shand: **Email:** wshand@sanfordconsortium.org / **Phone:** (858) 246-1077
	+ Sarah Torkzadeh: **Email:** s.torkzadeh@sanfordconsortium.org / **Phone:** (858) 246-1076
* **VA San Diego Health System**
	+ Gerhard Schulteis: **Email:** gerhard.schulteis@va.gov
	+ Coralyn Ana: **Email:** coralyn.ana@va.gov