To Research Personnel accessing Bass or Gilbert buildings during Stage 1 for essential or minimum basic research operations:

This is a reminder of critical policies that have been put in place to ensure your own safety and the safety of other researchers who are using research facilities. While working on campus, you are expected to adhere to these policies.

1. I will complete the Stanford health check website before coming to campus, and will not work on campus if I am sick. If I develop any symptoms while at work I will leave, contact my primary care provider, and follow Stanford guidance on self-reporting and self-isolation.
2. I will enter my times of entry and exit for Bass Biology or Gilbert buildings on the Biology Lab access form.
3. I will follow guidelines for hand washing and work-place cleaning outlined in the online course I completed, EHS-2470-WEB COVID-19, and on the Stanford COVID-19 Health Alerts website. This includes sanitizing surfaces in my workspace before and after touching.
4. I will use a tissue or paper towel to touch public surfaces (elevator button, door handles)
5. I will wear face covering at all times when working in a building on Stanford Campus.
6. I will adhere to 6 ft. minimum social distancing guideline at all times and understand that pairs of researchers working in the same room should not occupy work spaces directly opposite one another at the same time if the distance between those work spaces is less than 6 feet.
7. Only when absolutely necessary, two researchers may work together at < 6ft distance for a limited time period (5-10 minutes), but must be protected with masks and/or additional protective equipment.
8. I will only access the buildings and spaces which I am authorized to enter following the work schedule established by my PI/supervisor and will not provide building access to anyone else. In stage 1 a maximum of 2 personnel per PI will access research facilities for each work shift established.
9. I will follow schedules and guidelines established on my floor when accessing common equipment areas.
10. I will not use any common food-storage, cooking or eating areas, but understand that all sinks in ‘kitchen’ areas may be used for hand washing and filling of personal containers for drinking.
11. I will not use building conference rooms unless this access has been specifically approved.
12. I understand that all bathrooms are now for single use. I will use posted signs to designate occupancy and will not congregate near bathrooms.
13. I understand that all elevators must be occupied by a single person with priority given to those transporting large items.
14. I will use stairways for either up or down traffic as indicated by building signage.