

## Overview

This document describes how LLE building access is managed, recognizing that the long term impacts of Covid-19 are not yet understood. Modifications to this policy will occur in the future when appropriate.

In the context of this policy,

- “Visitors” typically have an informal connection with LLE, come to LLE infrequently and stay less than 2 days
- “Guest Workers” are often LLE Users, contractors and individuals with a formal connection to LLE, who come to LLE frequently and/or stay more than 2 days

**Employees** (including persons with LLE Badge-access: staff, UR students, UR faculty, Friends of the University) must:

- Complete LLE COVID-19 Safety Training
- Complete Dr. Chat Bot (or equivalent<sup>1</sup>) each day before entering LLE
- Use badge to swipe-in
- Enter through East or West lobby if badge is forgotten
  - Sign in, and sign out when departing for the day
- UR employees from these departments will arrive wearing a mask, and will have completed Dr. Chat Bot:
  - Department Public Safety (have badge access, sign-in not required)
  - Fire Marshall’s office (have badge access, sign-in not required)
  - Radiation Safety (no badge access, sign-in required)

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<sup>1</sup> LLE has a “COVID Risk Assessment” (electronic or paper) equivalent to Dr. Chat Bot

### **Visitors**

- VIP visits and all tours will be coordinated by the Director's office
- Visitors are permitted only if essential to LLE business
  - LLE Host should exhaust "remote" options before planning an on-site visit (e.g., employment pre-screening interviews, training, troubleshooting equipment, sales calls, etc.)
  - Face-to-face meetings are highly discouraged and must comply with LLE's COVID-19 Workplace Safety Policy
- Visitors shall report to the West Lobby
- If a receptionist has concerns about admitting someone, call a supervisor before granting access
- Before buzzing anyone in, receptionist will use the intercom to:
  - Ask each Visitor to read the posted COVID Risk Assessment. Visitor may enter only if they answer no to every question, else instruct them to leave
  - Instruct Visitors to put on mask before entering or obtain one from the supply table and put it on immediately
  - Redirect persons looking for Imaging Center, etc., without admitting them
- Upon entry, Visitors must:
  - Sign the visitor log sheet
  - Wait in the lobby for their LLE Host
  - Exception: Regular vendors/suppliers may proceed without a Host (e.g., Crickler, Pepsi, Sireness, Crystal Roc, Plant Designs)

### **Vendors**

- Vendor are permitted if essential to an approved activity (e.g. engineering site assessment, equipment demonstration, service call, etc.)
- Obtain Division Director approval before scheduling a visit
- "Cold calls" (unscheduled visits) are not permitted

### **URMC Employee Pharmacy deliveries will be accepted at the West lobby**

- Employee must be available at the time of delivery to personally accept items or they will be returned with the courier

### **US mail, UR Intramural mail, UR Library services**

- Receptionist will place outgoing materials in the vestibule each morning
- Delivery staff will leave incoming items in the vestibule, and take outgoing items
- Receptionist must remove all items from the vestibule at end of day

### **Shipping & Receiving (S&R)**

- Deliveries that occur entirely in S&R do not require delivery personnel to sign in/out or complete a symptom survey. Delivery personnel are expected to wear a mask before entering S&R.
- Redirect delivery personnel needing access beyond S&R to either lobby
- LLE staff working in S&R are required to wear a mask during every delivery, and shall remain >6' from delivery personnel whenever possible.

### **Contractors**

- Short Term contractors include equipment repair technicians and others who are on-site infrequently, typically for <2 days.
  - LLE Host must be with visitor(s) at all times, and ensure they abide by LLE's COVID-19 Workplace Safety Policy
- Long Term contractors include those who are permitted unescorted building access, card-swipe entry permissions, and those who come on a regular basis. They must follow Guest Worker guidelines (below)

**Guest Workers** (e.g., external users of the OMEGA and MTW Laser Facilities or other LLE Laboratories {a.k.a., "Users"}, and long-term contractors)

- See LLE Guest Worker Policy