BCOE employees who have been granted a one-time permission to come to campus are required to do the following:

1. Complete Covid-19 Prevention Training via LMS: http://ucrlearning.ucr.edu/

2. Complete Covid-19 Self-Monitoring Survey: https://ehs.ucr.edu/coronavirus/symptoms-tool

3. Wear face masks/coverings at all times, unless that is prohibited due to medical conditions.

4. Log all entries and exits via QR code scanning (see example below) or by using the link here: https://intra.engr.ucr.edu/apps/researchscheduler/user/checkin.php

   - If the QR code is scanned, the room will automatically be selected at the web site.

   - If using the web site directly, select the room from the drop-down menu.

   - Enter your email, click "*Check in*" when entering, and click "*Check Out*" when exiting.