

FACULTY/STAFF OFFICE ACCESS:

If you need to retrieve essential material for remote instruction or administrative operations from your office, please follow these steps:

1. **24 to 48 hours before your planned visit to Kaufman:** Email Arsenio (arsenioa@arts.ucla.edu) or Marcia (margolo@arts.ucla.edu).
 - a. Please include in your message:
 - i. Date
 - ii. estimated entry time
 - iii. estimated duration time of your visit
2. **You will receive an email** confirming your scheduled visit along with additional instructions and information.
3. **Prior to coming to campus:** complete the Self-Monitoring Survey. This is required of all university employees.
 - a. https://uclasurveys.co1.qualtrics.com/jfe/form/SV_eu2OzJ8Sq7BBKXr
 - b. More information about this process, please refer to:
 - i. [UCLA Requirements for Symptom Monitoring \(PDF\)](#) and
 - ii. [Bruins Safe Online](#)
4. **Immediately before you enter the building:** Please send an email/text to Arsenio. You must wear a facemask at all times.
5. **Immediately after you exit the building:** Please send an email/text to Arsenio

Precautions

- Assume all surfaces are a potential source of virus contact, including door surfaces, door hardware, elevator buttons, furniture, equipment, etc.
- DO NOT TOUCH YOUR FACE AT ANY TIME DURING YOUR VISIT.
- You are encouraged to bring hand sanitizer to use as needed.
- Wash hands thoroughly with soap and water prior to exiting the building.
