**VISITOR PROCEDURES**

We have visitors each day that follow Brimacombe occupants into the building without signing in, and others that don’t know where to go when they arrive. Here are the basics for our building - we will post these under access on the AMPEL site:

If you want to have visitors, you can, as long as it is for important business that cannot be done remotely. Please:

* Let John Madden, Gary and Irina know in advance
* Sign the visitors in by hand at the front desk
	+ If you can’t meet them, coordinate with Irina and/or Susan
* Like us, visitors should sanitize hands, and they should don a mask
* Have them sign out as they leave.

Before coming, have the visitors complete the [UBC SRS COVID safety exam](https://courses.cpe.ubc.ca/browse/wpl/srs-external/courses/wpl-srs-covid-nubc) using the attached link that does not require CWL. Please also [review relevant building procedures](http://www.ampel.ubc.ca/safety-2/) with them as well as your own lab procedures. Add them to your lab occupancy log.

Of course, visitors should also assess themselves for COVID-19 symptoms, and not come in if they may be experiencing any. In addition, maintain 2 m distance – if not possible wear face shield, mask, gloves, and lab coat.

P.S. For any COVID questions, [bccdc.ca](http://covid-19.bccdc.ca/) is always a good start. [www.ampel.ubc.ca](http://www.ampel.ubc.ca) under access and safety has our building procedures, and links to the faculty plans.