

UWRL COVID-19 Information for Visitors¹

The Utah Water Research Laboratory (UWRL) is following all USU, local, and state public health authority directives relative to COVID-19 guidelines. For the health and safety of our students, faculty, staff, and visitors, we are taking the following precautions:

- **VISITORS to the UWRL** are limited to those with official business and must be pre-approved by the UWRL Director (per USU policy <https://www.usu.edu/covid-19/operations/travel>). Groups of more than 4 visitors are currently not permitted. Use the attached form to request visitor approval.

Visitors to the UWRL will be approved only if they have not had a known exposure to people with COVID-19 and have not experienced COVID-19 symptoms in the last two weeks. Visitors from locations with a high infection rate will need to describe what they have done/are doing to limit their exposure and prevent themselves becoming infected.
- **TRAVELERS** to the UWRL are expected to (1) consider the risk in the locations they are traveling from and (2) answer the pre-travel health/COVID-19 screening questions on the visitor form to obtain travel/visit approval.
- **REMOTE MEETINGS** using web-conferencing tools are encouraged to minimize in-person meetings.
- **FACE COVERINGS** are required in all public spaces at the UWRL in accordance with State of Utah guidelines for State buildings including higher education. The receptionist has a supply of disposable, one-time use masks available for any visitors who don't have one.
- **PHYSICAL DISTANCING**/physical barriers are being implemented for employees and student teams who work in shared offices, workspaces, and laboratories.
- **FREQUENT CLEANING/DISINFECTING** of high-touch surfaces such as door handles, stair rails, and conference tables/chairs is ongoing.
- **HAND SANITIZER** is available in the lobby, conference rooms and other locations for visitors to use. Disinfectant wipes are also available for cleaning of conference/meeting room surfaces.
- **IN-PERSON MEETINGS** should follow USU/UWRL guidelines for physical distancing, room occupancy and cleaning as posted in conference rooms. The host will wipe down tables, chairs and any computer components used using disinfectant wipes. Protective face masks are required, but may be removed once seated and at least 6 ft. apart

NOTE: These guidelines are in effect until USU authorities notify us to remove the COVID-19 restrictions.

¹ A visitor is anyone not employed by or registered as a student at Utah State University.

COVID-19 Pre-Travel Visitor Approval Request

Note that per current university policy (<https://www.usu.edu/covid-19/operations/travel>), a pre-travel approval process (at the department level) must be completed before visitors are formally invited to visit campus.

Visitor Approval Process:

1. **The UWRL host** completes the “Questions for Host” and obtains the information in the “Questions for Visitors” by either sending the form to the visitor or asking the visitor directly.
2. When forms are complete (one form for each visitor), **the UWRL host** emails the completed form(s) to Jan Urroz at jan.urroz@usu.edu
3. **Jan Urroz** will seek approval from the UWRL Director and inform the host via email whether the visitor request has been approved or declined. Please allow at least two days for director approval.

Questions for Host:

- a. **Date of proposed visit:** _____
- b. **Name and affiliation of visitor:** _____
- c. **Name of UWRL host:** _____
- d. **Research/Business purpose** of the visit: _____
- e. **Length of time** the visitor will be at the UWRL: _____
- f. **Locations**, in the UWRL, where the visitor will be meeting/working:

Questions for Visitor:

- a. **Symptoms:** In the past two weeks, have you or any of your family who you live with, or colleagues who you work with, to your knowledge, experienced any COVID-19 symptoms as listed by the CDC? (includes fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.) **YES / NO**
- b. **Test Results:** If the answer above is yes, have you or the individual concerned been tested for COVID-19 **YES / NO**
▶ If YES, what was the result? **POSITIVE / NEGATIVE**

- c. **Home/Work Locations:** State & county where you **RESIDE** _____
State & county where you **WORK** _____
- ▶ Use the tool under “Approval Criteria” below to determine the COVID-19 cases per capita in the past week: **HOME** _____ **WORK** _____
- d. **Recent Travel History:** If you have spent more than a day in any other location in the last 14 days, or will transit areas en route to Logan, spending more than a day there, where COVID-19 infection risks are high, please indicate state, county and per capita case rates for these locations: **State:** _____ **County:** _____ **Case rate:** _____
State: _____ **County:** _____ **Case rate:** _____
- e. **Mode of travel** to the UWRL: **Air travel** **Car** **Other** _____
- f. **Mask:** Do you have a mask or COVID-19 prevention face covering to wear during your visit? **YES / NO**
- g. **Explanation of circumstances justifying visit:** If you are travelling from or through an area with high COVID-19 rates (questions c & d above), please describe what you are doing or have done to remain safe and prevent exposing others or spreading COVID-19 during your visit.

Approval Criteria:

Use the tool below or any other credible data source to determine COVID-19 case rates for locations in the US.

- ▶ **Tool for calculating per capita COVID-19 case rates for**
(<https://colab.research.google.com/drive/1FUJ10k0i-9EMEu6YZXX3CzPKgohGyX?usp=sharing>)
- ▶ **US locations reported by the New York Times**
(<https://www.nytimes.com/interactive/2020/us/coronavirus-us-cases.html>)

As a guide, without an acceptable explanation as to why risk is limited, requests for visitors from locations with case rates greater than 1 per 1000 people per week (or travel to the UWRL with more than a day spent in such locations) will be declined.