



IBBR Visitor Guidelines

All visitors to IBBR, including contractors, are expected to adhere to the following rules during phase 1 of reopening

1. Visitors must supply a clean and intact face mask that covers their entire mouth and nose. All visitors must wear a face mask at all times when at IBBR.
2. Upon arriving at IBBR, all visitors must register at the IBBR main lobby in building 2.
3. At the front desk, all visitors must have their temperature measured using an infrared thermometer and must indicate they do not have any symptoms of COVID-19. Visitors with an elevated temperature or symptoms of COVID-19 will be prohibited from entering IBBR.
4. Visitors are only allowed to wear gloves at IBBR when interacting with hazardous materials or conducting lab materials. All visitors are encouraged to conduct frequent hand washing.
5. Only 2 people are allowed on an elevator at a time. While on the elevator, people must wear face masks and maintain 6 feet of distance from the other person. Visitors are encouraged to use stairs whenever possible.
6. Only one person is allowed in a restroom at a time. On the outside of every bathroom at IBBR are signs that can be flipped to indicate whether someone is currently using that restroom or not. Please check the sign before entering a restroom, flip the sign to indicate the bathroom is occupied when you are using it, and remember to flip the sign back to indicating the bathroom is empty when you are done.
7. Visitors are only allowed to work inside rooms that the IBBR staff member supervising their visit permits them to use. Unless required by their job, visitors cannot use conference rooms, public tables, or break rooms.
8. Visitors must practice social distancing with any person they encounter.
9. Upon entering spaces within IBBR, visitors should make sure that either nobody is currently utilizing the same space or explain their presence to others using the same space. This includes knocking on office doors leading to an area in case someone is working with their office door closed.
10. Visitors must check with the IBBR staff member supervising their visit about disinfection protocols after working in an area and follow these protocols.
11. Visitors must use available disinfectant wipes to clean all surfaces in public areas they touch, including restroom sink handles and toilet flushes. Visitors are encouraged to minimize use of their hands to perform actions like pushing an elevator button that can be done using their elbows, shoulders, legs, etc. to minimize hand contact.
12. Visitors are encouraged to minimize the amount of time spent at IBBR, including leaving IBBR immediately after getting their required work accomplished.
13. If visitors develop any COVID-19 symptoms within 14 days of visiting IBBR or learn of a COVID-19 exposure that occurred before coming to IBBR, they must communicate this to their contact at IBBR to notify administrators.

Administrative considerations for visitors:

1. Visitors should contact IBBR staff as far as advance in possible when they plan to come to IBBR and the rooms they plan to utilize at IBBR when they come so that IBBR staff can make proper arrangements.
2. Visitors must have an IBBR staff member submit a visitor registration form on their behalf before coming to IBBR. Visitors must provide that IBBR staff member with contact information including an email address that can be used to reach the visitor if IBBR learns of a potential SARS-CoV-2 exposure.