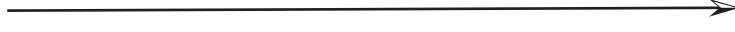


## 8 Things for Undergraduate Students Currently Enrolled in an Art Class to Complete for Friday Open Lab Access UCR Department of Art during Covid-19

1. Complete the **Online Lab Orientations**: [Art Lab Safety: Painting & Drawing](#) for the Painting/Drawing Lab & the [Art Lab Safety: Sculpture Lab](#) for the Sculpture Lab via [ucrlarning.ucr.edu](http://ucrlarning.ucr.edu). Upon completion, you'll receive a Lab Policy & Waiver to sign digitally. If this has been completed in a previous class, it does not need to be repeated.
2. Complete the **Online UCR Covid-19 Student training module** via iLearn. Forward the training completion confirmation email to your instructor. You only have to do this training once.
  - a. Login to <https://iLearn.ucr.edu>
  - b. Click on "Courses" (upper right-hand corner)
  - c. Click on "Health and Safety" folder (under Course Catalog)
  - d. Click on the arrow next to the course ID "EHS\_Training\_Comm" next to "Mandatory training"
  - e. Click on "Enroll"
3. **Reserve a workstation or equipment** at the lab that you want access by Wednesday evening.
  - a. Go to [art.ucr.edu/resources/](http://art.ucr.edu/resources/) & click on Undergrad Reservation System then log in with net ID & password.
  - b. Select the date you'd like to come in (only Fridays).
  - c. Select the Facility Owner: Art
  - d. Add the Security Code: ARTS
  - e. Select the Facility and Workstation you'd like to reserve and then click the Search button.
  - f. Select the time you'd like to arrive.
  - g. Name of Event: type in Open Lab, Training, Equipment Reservation, or Materials Pick Up
  - h. Type of Event: Other
  - i. Select an End Time: either 11:30am or 3:30pm.
  - j. Expected Capacity: 1
  - k. Answer the Questions section.
  - l. Add any Special Requests/Comments if you have any.
  - m. Check the Box to verify that you have read the facility user agreement & cancellation policy.
  - n. Click on the Confirm Requested Dates button
  - o. Click the Submit Button
4. On the morning of your reservation, **bring a face covering** & use the following link to **self monitor & report symptoms**.
  - a. <http://wellnesscheck.ucr.edu> 
  - b. If you have symptoms, stay home & email Department Chair, Yunhee Min, [yunhee.min@ucr.edu](mailto:yunhee.min@ucr.edu) AND Department FAO, Susan Komura, [susan.komura@ucr.edu](mailto:susan.komura@ucr.edu).

*List your instructor as "supervisor".*
5. Upon arrival to the lab, **you must show your UCR Symptom Tracking Clearance Certificate via phone, laptop, or print out, & use hand sanitizer and disinfect your workstation upon entering the lab.**
6. Before you leave, complete cleaning/disinfecting of all areas/equipment & **submit a Logout Form QR** posted at your workstation. **Check in with the lab tech before you leave.**
7. To adhere to state, local, & UC requirements, **face coverings that cover the nose & mouth are required for everyone** while on UCR campus & off campus facilities. You're required to wear a face covering indoors at all times, even if you are alone within a space. If you are walking or working along outdoors, you must have a face covering with you & put on the face covering if you come within 6 feet of other individuals not living in your household.
8. You are required to **maintain physical distancing of 6 feet** of other individuals at all times.

**Non-compliance with COVID-19 health & safety standards at the Art Labs will be considered disruptive and a violation under the UCR Standards of Conduct. You will be asked to leave the premise immediately & forfeit future visits.**

You can report Covid-19 or Public Health concern to the Department Chair or with this link  
[https://ucriverside.az1.qualtrics.com/jfe/form/SV\\_1YBlstrVO7GmNsV](https://ucriverside.az1.qualtrics.com/jfe/form/SV_1YBlstrVO7GmNsV)

*Students can request a face covering with this link!*

*Students can get info about Student Health Services with this link!*



**MAINTAIN SPACE**

Maintain physical distancing of 6 feet when in public.

**COVER YOUR FACE**  
UC REQUIREMENT  
Cover mouth and nose when around others or in public.

Contact Jason Gowans for assistance.  
[jason.gowans@ucr.edu](mailto:jason.gowans@ucr.edu)

**Friday Open Labs : 9-11:30am & 1-3:30pm**

**Photo/Digital Lab**  
040, 045, 323

**Painting/Drawing Lab**  
Rooms 402 & 405

**Sculpture Lab**  
Woodshop, Yard,  
Welding/Metal Working Area

Contact Andrea Hidalgo for assistance.  
[andrea.hidalgo@ucr.edu](mailto:andrea.hidalgo@ucr.edu)

No Lab on Friday, Nov 27 for Thanksgiving!