1) Request for borrowing equipment for a student to work at home – scope, multimeter, power supply, soldering iron

We should evaluate why the student can’t come to campus. This might be a reasonable request, but an important part is to learn about why the student can’t come to campus.

- Student is claiming he can’t access his lab off campus. Is it possible that there is a space in one of the labs already set up that could be booked on an occasional basis?
- R. Rosales to check if ICICS has a facility and follow up with LST

2) ELEC 302 Request for access on weekends/over the holiday – TA Filming

We can bring this up to the LST in LIFE – wait for meeting with the TA and then decide what to do after we have more details. Continue discussion next meeting.

3) Offering facility/services for students to use (NVD Course)

No updates yet. Plan going forward is sound, no concerns at the moment.

4) Concerns with building occupants

We have access to the QR code records, but we don’t know who is actually going in and out of the building.

People going to stores think that they are not in Kaiser. No scanning going on there. We could put reminders this afternoon. Roberto will put a copy on the door of stores.

No mask violations so far

- There are very few people in our spaces at the moment. LIFE is empty, no classes.

5) Ad Hoc Visitor Process

The person should sign and date their visit as indicated in the safety process, as a re-statement of knowing the requirements and processes for entering (5 basic principles for operating on campus must be followed).

- Sharepoint site has a folder where any of these requests can be stored.
Do these requests go through the head or the LST?
  - Up to us to decide who will authorize. Ultimately it is up to the supervisor.
  - This gives us the opportunity to help people out with their reasonable requests where in the past we had to say no because there was no process for it.

Visit should be less than 3 hours, and no more than once or twice a month. It is really for the computer engineering labs where people just need to come in rarely for reboot/maintenance.
  - Darla will tell Steve that we can proceed.

Actions:

1) Student needing equipment for working from home - Roberto to check if there is a space in ICICS that students can use

2) LIFE access request – Roberto to meet with TA to get more details about what is needed

3) Roberto to put a copy of the instructions for QR code, etc, in stores

4) Darla to report to Steve that the LST has approved the Ad Hoc visitor process and that we can proceed