

Visiting Student Special Procedures Due to COVID 19

COVID-19 is a rapidly evolving situation, which requires the review and updating of security protocols to ensure UCC's safety of all staff, students and external visitors. We have determined that, for the duration of the pandemic, additional procedures to the regular requirements for Visiting Students, will be in place. The regular ones can be retrieved from UCC webpage http://www.uccaribe.edu/research/?page_id=5226 We count of your understanding and cooperation.

New Covid-19 Procedures:

- 1) **Student itinerary:** The mentor must list the places the student will be visiting at UCC (departments, laboratories, instrumentation areas and facilities to be used.
- 2) **Student schedule:** The mentor must state the days and working hours. At daytime schedule, or on weekdays, from Monday through Friday. In the research labs, his /her mentor will physically supervise the student at all times.
- 3) **Safety orientation:** Before start working in the lab, the mentor shall provide an orientation to the student, in order to follow UCC's and the lab's protocols; to keep social distancing and the safety/cleanliness precautions required to be in the workplace required during the pandemic. The student will sign a ratification of the orientation provided. A copy of this document will sent to Mrs. Joelis Burgos, at Deanship of Admissions and Student Affairs, to be included in the student file.
- 4) **Negative COVID-19 test result:** During this pandemic situation, following the Puerto Rico Health Department requirements for the safe entry to a workplace, the student must hand-in a negative result for COVID-19 molecular test from 72 hours prior to his/her arrival to work. A copy of this document will also be sent to Mrs. Joelis Burgos, at Deanship of Admissions and Student Affairs, to be included in the student file.

Once all documents are collected and revised:

- 1) The Deanships of Administration will certify the completeness of documents, and send a written notification to the Interim Dean of Medicine for access approval or disapproval.
- 2) After approval, the Deanship of Administration will grant access to the visitor student by adding them to the LIST of personnel with access to UCC (the list that the security guard holds in the entrance of UCC).

AVISO: ESTA INFORMACION YA LA TIENEN LOS MENTORES Y APARECE EN EL WEB, CONSIDERO QUE ES UNA REPETICION. DEBE ENFATIZARSE EN LO QUE ES NUEVO. SE PODRIA ELIMINAR.

- I. The student must fill out, together with the research mentor, all the documentation required by the Deanship of Administration and the Deanship of Students.
- II. The following documents are required yearly:
 - (1) Complete the Registration Form (signed by UCC Research Mentor)
 - (2) A letter from the student's institution indicating the purpose of their visit to UCC
 - (3) Evidence of enrollment at their institution in a course that requires research or evidence of enrollment at an institution that has a collaborative agreement with UCC
 - (4) General Liability Certificate of Insurance from their institution with a \$1,000,000 limit issued to UCC.
 - (5) Evidence of health insurance.
 - (6) Vaccination Certificate and vaccinations required to work in the laboratory.
 - (7) Payment of parking fee (\$40.00).
 - (8) A copy of student's driver ID and car license.
 - (9) Payment of Identification Card Fee (\$15.00)