



For new occupants of the building during COVID19 restrictions:

- 1) Your supervisor (if you are working in a lab) or yourself (if you are an external collaborator or visitor) will email Dr. Carmen de Hoog (carmen.dehoog@ubc.ca) and provide your name, email address, and rationale for access to the BRC building as required.
- 2) Carmen will send you the approved return to research plan to review, as well as the building access form.
 - **You will then send back to Carmen your *Preventing COVID19 in the Workplace* course certificate, your acknowledgement of the rules, and the signed building access form.**
- 3) Carmen will add you to the Slack check-in / check-out system, ask Michael Lee (SBME IT Manager) to give you a login to the scheduler, and provide Rupri Dhesi (Building Operations Manager) the building access form and let him know you are cleared for COVID access.
- 4) Rupri will then arrange building security training and safety orientation which you must attend in person in order to be provided final access on your UBC card and keys (if appropriate; once requested, UBC Access Services will send you an email with instructions for pick up).
 - For those that do not have a UBC card (i.e. external partners to UBC) a temp access card will be issued. A \$20 refundable deposit is required.

Please note custodial-blocked times during COVID-19 restrictions:

You are not permitted to be on the floor while UBC custodial staff to clean; see list below for restricted times. The booking calendar has these times marked unavailable for booking.

- 4th floor = 7-8 pm
- 3rd floor = 8-9 pm
- 2nd floor = 9-10 pm
- 1st floor = 10-11 pm



BIOMEDICAL RESEARCH CENTRE BUILDING ACCESS FORM

For BRC perimeter access, please return completed form and a copy of your UBC card (front and back) to Carmen de Hoog (carmen.dehoog@ubc.ca)

Please allow 5 business days for processing

1. Your information	
First Name:	Last Name:
Role:	Supervisor:
Email:	
Start date: _____ End date: _____	
2. Additional Access Information (Select Those That Apply)	
<u>Additional Perimeter Doors:</u>	
<input type="checkbox"/> BRC Loading Dock Access <input type="checkbox"/> BRC Bridge to Koerner Pavilion (Brain Research Centre) <i>(Will require written confirmation via email from Koerner Administrator)</i>	
<i><u>Lentivirus Rooms Access, please get written confirmation via email from Bem Abraham (bem.abraham@ubc.ca)</u></i>	
<input type="checkbox"/> Room 306 (Common Lenti Room) <input type="checkbox"/> Room 227 (de Boer/Shakiba TC) <input type="checkbox"/> Room 264 (Yachie TC)	
<i><u>Animal Unit Access, please get written confirmation via email from Krista Ranta (krista@brc.ubc.ca)</u></i>	
<input type="checkbox"/> Animal Unit Main Entrance <input type="checkbox"/> Animal Unit Service Entrance	
<i><u>Microscopy Imaging Suites Access, please get written confirmation via email from Dr. Fabio Rossi (fabio@brc.ubc.ca)</u></i>	
<input type="checkbox"/> Room 329 (Light-Sheet Microscopy) <input type="checkbox"/> Room 327 (Confocal Microscopy)	
<i><u>Level 4 rooms, please get written confirmation via email Cynthia Fisher (cynthia.fisher@ubc.ca):</u></i>	
<input type="checkbox"/> Room 400 <input type="checkbox"/> Room 400.2 <input type="checkbox"/> Room 400.3 <input type="checkbox"/> Room 404	
List the room numbers you require a key for: _____	



3. Access Card Photos (Front and Back)

3. Signatures

Applicant Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____

****For external users please leave the supervisor fields blank**