



Due to COVID, the CAES building remains closed to telecommuters until sometime in October, but brief access (on order of an hour or less) to your CAES office to retrieve teaching and research materials is possible. In rare instances, brief one-time essential meetings from your work computer due to home internet reliability issues may also be considered for approval. The process is outlined below:

Requestor - Provide the following information in an email to your CAES Associate Director each time access is requested.

Name:

Purpose of Visit-Scope:

Date of Access:

Approximate time and duration of visit:

Associate Director - Forward approval to CAESCovid@gmail.com for tracking purposes. It will be the responsibility of the CAES Associate Director to verify with the CAES operations team that training is complete before approving entry.

To enable timely access, you will need to complete necessary CAES COVID training (less than 30 minutes). You will receive an email from system@litmos.com with a link to log in and complete the training.

Each time you access CAES you are agreeing to abide by the CAES COVID Facility Policies (available [here](#)) and self-certifying that you will:

- Check your temperature prior to entering and do not enter if your temperature is 100.4° F or higher
- Avoid the facility if you have any of the following symptoms: *Fever or chills, Cough, Shortness of Breath, Fatigue, Muscle or Body Aches, Headache, New loss of taste or smell, Sore Throat, Congestion or Runny Nose, Nausea, Vomiting, or Diarrhea*
- Address the [screening questions](#)
- Abide by the [CAES Decision and Action Tree](#)
- Always wear a face covering while in the facility except to eat, drink, or perform other short-term activities that require them to be removed. If you need a face covering, email either CAES Research Laboratory Manager [Rocklan McDowell](#) or Chief Safety Officer [Kristi Moser McIntire](#) and they will leave one for you at the CAES front door
- Stay at least 6 feet from other individuals
- Prevent piggybacking (do not allow someone else in the facility under your card access)
- Not bring family members, visitors, or colleagues into the facility

CAES Associate Directors (AD):

CAES BSU AD Dave Estrada daveestrada@boisestate.edu

CAES INL AD Terry Brog terrence.brog@inl.gov

CAES ISU AD Dave Rodgers rodgdavi@isu.edu

CAES UI AD John Russell jtrussell@uidaho.edu