1) Room Safety:
- Wear a mask at all times
- Maintain 6 foot distance from others
- No simultaneous occupancy of adjacent or opposite seats/desks
- All rooms have limited capacity of 1 person per 150 square feet (The maximum occupancy is posted outside each graduate student room)
- Huddle rooms are limited to 1 person at a time
- Students must disinfect work surfaces and commonly touched items with supplied cleaning supplies upon arrival and before you leave
- Do not exceed the posted maximum capacity at any time
- Drop-in visits are not allowed if room is at maximum capacity
- Drop-in visits are restricted to 30 minutes or less

2) The “Requirements for Returning to Campus” include completion of the following:
- Complete the Covid-19 Student Training and Pledge and watch the UMD Student Training Video.
- The Daily Symptom Check survey must be completed before each visit to campus. This Daily self-monitoring and reporting is mandatory and failure to comply may result in a temporary ban from campus.
- COVID-19 testing is mandatory. Anyone returning in-person to campus or a UMD facility must be tested for COVID-19 within 14 days prior to their arrival, and provide confirmation of a negative COVID-19 test result. Details on how to submit test results are located here.
- Complete Campus Guidelines and Resources are located at https://return.umd.edu.

3) Shift schedules and rules for occasional room access to maintain safe occupancy levels:
- Shift schedules must be used for rooms that exceed the maximum occupancy, currently identified as Rooms: 2104, 2112, 2120, 4112, 4120, 5116 (this list may change as requests for access increase)

<table>
<thead>
<tr>
<th>Work Schedules</th>
<th>(IRB 2104, 2112, 2120, 4112, 4120, 5116):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift 1:</td>
<td>M &amp; W</td>
</tr>
<tr>
<td>Shift 2:</td>
<td>Tu &amp; Th</td>
</tr>
<tr>
<td>Shift 1:</td>
<td>Fri</td>
</tr>
<tr>
<td>Shift 2:</td>
<td>Fri</td>
</tr>
<tr>
<td>Drop-Ins:</td>
<td>M – Th</td>
</tr>
<tr>
<td>Drop-Ins:</td>
<td>Fri</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Other Rooms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift 1:</td>
</tr>
<tr>
<td>Drop-Ins:</td>
</tr>
</tbody>
</table>
4) Coordinating access and shift schedules (for rooms over maximum capacity):
   • Students should work with their office mates to select shifts using the established grad
     student room mailing list (mailing lists included on page 2 of this document). A Google
     sheet calendar or form will be made available for rooms over maximum capacity to
     assist with setting up a schedule that is fair to all. (Details on accessing this form will be
     sent to all students via email)
   • Students should communicate directly with each other if they need to swap days/times
     at any point.
   • Please work to make sure all students needing access are given fair opportunity.
   • Once the schedule is established, a copy must be sent to either:
     Sharron McElroy (CS – Floors 2 and 5) or
     Danae Johnson (UMIACS – Floors 3 and 4, and Atlantic Building).
   • Scheduling conflicts or issues should be discussed with Sharron or Danae.

5) How to request access:
   • Students who wish to gain access to their designated room and did not previously indicate
     needing access should send a detailed request to either:
     Sharron McElroy (CS – Floors 2 and 5) or
     Danae Johnson (UMIACS – Floors 3 and 4, and Atlantic Building).

6) Iribe Building Graduate Student Mailing Lists:
   All Iribe Building Graduate Student mailing lists can be emailed using the following format:
   iribe-XXXX@umiacs.umd.edu

   Where XXXX is your room number. E.g. use iribe-1104@umiacs.umd.edu to reach all room 1104
   occupants. Please utilize your room mailing list to coordinate schedule change requests with
   your fellow students.