Request Form for +1 Occupancy during COVID-19

To be signed by facility users involved and PI.

- Temporary occupancy increases of +1 per room will vary by room and available space, but generally should be okay for rooms >500 square feet.
- Strictly one pair of users only. It can be for multiple instruments, but cross- or multiple-pairing of users is not the goal.
- The goal is to train a ‘junior user’ on safe aspects of system use. Things like sample loading might not be possible. This will vary from system to system. This also means the ‘senior’ user is to be in the room with the junior user at all times. (if the junior user is just observing, the senior user should probably enable. If the junior user will be operating the instrument, the junior user should enable)
- The junior user may achieve 80 or 90% training and may not qualify to run the system on their own. Time will need to be spent with CCMR staff at a later time to get final approval.
- Masks required, physical distancing as much as possible.
- The junior user must meet with CCMR staff early on in the process to go over ground rules for the general system use and this special use case.
- Notify CCMR staff whenever you plan to work in pairs and temporarily increase room occupancy.
- This program can be ended at any time.

Instrument(s) requested and justification (e.g., group members, housemates, etc.):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Electronically sign (use calligraphy pen tool in Adobe, or print, date, and email confirmation)

Experienced/senior user signature and date:_________________________________________

Trainee/junior user signature and date:_____________________________________________

PI signature:______________________________________