

May 31 2020 e-mail on using iLab to monitor physical distancing

Dear SCRC Faculty,

We wanted to provide a few options to help facilitate physical distancing in your lab while adhering to the Phase 2 ramp-up guidelines provided by the Office of Research (click [here](#) for more information), beginning **Monday, June 8th**.

Based on these guidelines and the square footage of space per bay and auxiliary room in Gross Hall, we are to limit **one person per area**: one person per bay, TC room, conference room, and core room with equipment, at a time. Core rooms and conference rooms will continue to be monitored by core staff.

Here are the options for monitoring space in your lab:

1) Google calendars or alternative calendar system

2) iLab with “member” access

There are different levels of access within the core in iLab, a “member” may manage workflow, approve space reservations, and view and print weekly calendar-view reports (they do not have access to detailed reports). Only a “member” can adjust reservations on others’ behalf. This access is provided by SCRC staff.

If you would like to use iLab to monitor your space, with “member” access, please let me know:

1. The names of the spaces you would like added (examples: Bay 1 Histology, TC room 2301, etc.)
2. Who in your lab you is to be given “member” privileges (this could be your lab manager, but it does not have to be)
3. A list of names (non-“members”) for those who need access to each space

3) iLab calendar **without** “member” access

“Member” access is **not required**; without “member” access, your lab personnel can reserve the areas themselves without having someone in charge of approving or adjusting reservations on their behalf.

If you would like to use iLab to monitor your space without “member” access, please let me know the names of the spaces you would like added (examples: Bay 1 Histology, TC room 2301, etc.).

For options 2 and 3, please see attached for instructions on:

- 1) Reserving equipment (with/without “member” access)
- 2) Approving/requesting reservations for labs with designated “members”
- 3) Obtaining reports on the use of space for labs with designated “members”

Please let me know if you have any questions.

Warm regards,

Allia Fawaz

Allia Fawaz, M.S.
Imaging Facility Manager
Gross Hall Building Manager
Stem Cell Research Center
University of California, Irvine
(949) 824-0430