

UNDERGRADUATE STUDENTS

- See Detailed Checklist Below. Please see the column that applies to each respective student. This applies to all undergraduates in research or teaching labs as employees, research for credit or thesis work, but there are slightly different requirements for each group.
- Send all requested documentation and confirmation of compliance to mmg@med.uvm.edu
 - You can also submit any questions and/or requests for forms to the above email address.
- Please also let us know whether any of the undergraduates that were approved to be in your lab during the summer will be continuing in your lab. All the below information will still be needed but this information could help to ensure there is not a break in their swipe access and any other permissions setup over the summer.
- Note that the student COVID testing protocol applies to all undergraduate students who will be on campus at any time for research or other activities even if their coursework is remote.
<https://www.uvm.edu/newsstories/news/mandatory-pre-arrival-testing-all-uvm-students>
- Review your individual Lab Reopening/COVID safety plans for any changes due to the addition/return of the student(s).
 - Add list of all individuals working in your lab to the top of the page where additional people can be added accordingly.
 - If other changes are required, please edit accordingly
 - send this revision to the email address above.

GRADUATE STUDENTS

- Send all requested documentation to mmg@med.uvm.edu. Except for the VOSHA certificate, all other items can be checked off and confirmed by email that these requirements have been met.
 - The Green and Gold Promise must be signed.
<https://www.uvm.edu/deanofstudents/green-and-gold-promise>
 - VOSHA training Certificate of Completion
https://www.uvm.edu/it/kb/article/health_and_safety_green_and_gold/
 - Engagement in required UVM COVID-19 testing protocol including pre-arrival and arrival testing.
<https://www.uvm.edu/newsstories/news/mandatory-pre-arrival-testing-all-uvm-students>
 - Note that the testing protocol applies to all graduate students who will be on campus at any time for research or other activities even if their coursework is remote.
 - Completion of the daily symptom screening application (CoVerified) with negative symptom reporting before entering LCOM facilities.
<https://www.uvm.edu/returntocampus/student-preparation-and-arrival>
 - Completion of any quarantine requirements if returning from out of state or from traveling out of state.
 - Completion of orientation to lab safety plan.
 - Name added to lab safety plan.
 - Review Lab Reopening/COVID safety plans for any changes due to the addition of the graduate student.
 - If changes are required, please edit accordingly and send this revision to the email address above.
 - Review Lab Reopening Plan and have student sign at bottom.
 - MMG Internal Swipe Access Request Form

STUDENT EMPLOYEES

- Essential Hire Request Form is required before anything else can happen.
- Complete and submit Student Supervisor Questionnaire Form.
- We (Marian) will complete the hiring process within JobX.
- We will notify you once they are eligible to start, meanwhile the supervisor will need to work with the student to ensure the following:
 - Student name, College/Major, and contact information.
 - The Green and Gold Promise must be signed. <https://www.uvm.edu/deanofstudents/green-and-gold-promise>
 - VOSHA training Certificate of Completion: https://www.uvm.edu/it/kb/article/health_and_safety_green_and_gold/
 - Completion of any quarantine requirements if returning from out of state or from traveling out of state.
 - Engagement in required UVM COVID-19 testing protocol. <https://www.uvm.edu/newsstories/news/mandatory-pre-arrival-testing-all-uvm-students>
 - Completion of the daily symptom screening application (CoVerified) with negative symptom reporting before entering LCOM facilities. <https://www.uvm.edu/returntocampus/student-preparation-and-arrival>
 - Completion of orientation to lab safety plan.
 - Name added to lab safety plan.
 - Review Lab Reopening Plan and have student sign at bottom.
- MMG Internal Swipe Access Request Form

FEDERAL WORK-STUDY EMPLOYEES

- Complete and submit Student Supervisor Questionnaire Form.
- We (Marian) will complete the hiring process within JobX.
- We will notify you once they are eligible to start, meanwhile the supervisor will need to work with the student to ensure the following:
 - Student name, College/Major, and contact information.
 - Brief justification on why this is important to your lab (1-2 sentences)
 - The Green and Gold Promise must be signed. <https://www.uvm.edu/deanofstudents/green-and-gold-promise>
 - VOSHA training Certificate of Completion: https://www.uvm.edu/it/kb/article/health_and_safety_green_and_gold/
 - Completion of any quarantine requirements if returning from out of state or from traveling out of state.
 - Engagement in required UVM COVID-19 testing protocol. <https://www.uvm.edu/newsstories/news/mandatory-pre-arrival-testing-all-uvm-students>
 - Completion of the daily symptom screening application (CoVerified) with negative symptom reporting before entering LCOM facilities. <https://www.uvm.edu/returntocampus/student-preparation-and-arrival>
 - Completion of orientation to lab safety plan.
 - Name added to lab safety plan.
 - Review Lab Reopening Plan and have student sign at bottom.
- MMG Internal Swipe Access Request Form

RESEARCH FOR CREDIT/THESIS CREDIT STUDENTS

- Whether a student will be working with you remotely or in-person, please send the following:
 - Student name, College/Major, and contact information.
 - Brief justification on why this is important to your lab (1-2 sentences)
 - The Green and Gold Promise must be signed. <https://www.uvm.edu/deanofstudents/green-and-gold-promise>
 - VOSHA training Certificate of Completion: https://www.uvm.edu/it/kb/article/health_and_safety_green_and_gold/
 - Completion of any quarantine requirements if returning from out of state or from traveling out of state.
 - Engagement in required UVM COVID-19 testing protocol. <https://www.uvm.edu/newsstories/news/mandatory-pre-arrival-testing-all-uvm-students>
 - Completion of the daily symptom screening application (CoVerified) with negative symptom reporting before entering LCOM facilities. <https://www.uvm.edu/returntocampus/student-preparation-and-arrival>
 - Completion of orientation to lab safety plan.
 - Name added to lab safety plan.
 - Review Lab Reopening Plan and have student sign at bottom.
- MMG Internal Swipe Access Request Form