



We are looking forward to seeing you!

Yes, We Are

OPEN

2020 Annual Security Refresher Training

Please don't wait until the end of 2020 to complete this required training!

All 2020 Annual Security Refresher Training is being offered on-line. April McMeans will be contacting those individuals that need to complete this requirement.



JUST A LITTLE *Reminder*

Badge Usage:

When requesting access badges, be sure to convey all of your access needs. Here is a list of badge options processed by ORS:

- Aerophysics Research Center (ARC) - Building 6230
- Common Access Card (CAC)
- NASA Personal Identity Verification badge (PIV) - physical access
- NASA Agency Smart Badge (ASB) – Remote IT access
- National Space Science & Technology Center (NSSTC) – Cramer Hall

For additional information and requirements, please visit our website: uah.edu/ors

Customer Required Training:

Along with completing ORS required annual trainings (Export Control, Insider Threat and 2020 Annual Security Refresher Training), customer required trainings will need to be completed as well. These trainings can be found in the Statement of Work (SOW). Once the training for the customer has been completed, send a copy of your certificate earned to april.mcmeans@uah.edu. All training certificates will be maintained in your security file.



Wear a mask and stay safe!!!

Foreign Travel:

If you have any foreign travel plans, please contact ORS regarding the following:

- Cleared Personnel will need to complete a Notification of Foreign Travel form prior to their departure.
- Keep up to date with travel information from the U.S. Department of State at travel.state.gov/content/travel.html.
- Cleared Personnel will need to complete a Foreign Travel Debriefing upon return.

All foreign travel forms and additional travel information can be found on the ORS website: uah.edu/travel-safety.

Please see attachment for Things to consider for travels during COVID-19



OFFICE OF RESEARCH SECURITY STAFF

DENISE SPILLER

Security Administrator

824-6444

denise.spiller@uah.edu

JANINE WILSON

Associate Security Administrator

824-3025

janine.wilson@uah.edu

APRIL MCMEANS

Assistant Security Administrator

824-6048

april.mcmeans@uah.edu

CAITLYN SCHOENIG

Security Assistant

824-4717

caitlyn.schoenig@uah.edu

RYAN WILKINSON

Student Specialist I

824-4818

ryan.wilkinson@uah.edu

Things to consider for travels during COVID-19



Adapted from <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

BEFORE TRAVEL



Check the **COVID-19** risk of the area you want to travel to. **WHO** is a good place to check.

Avoid older persons and those with medical conditions such as diabetes, heart and lung diseases, travel to areas where **COVID-19** is spreading.



All persons travelling to locations reporting **COVID-19** should be briefed by a qualified healthcare professional.

DURING TRAVEL

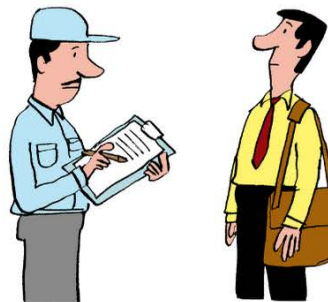


Wash hands regularly and stay at least one meter away from people who are coughing or sneezing.

Know what to do and who to contact if you feel ill while traveling.



Comply with instructions from local authorities on restrictions on travel, movement and large gatherings.



AFTER TRAVEL



Monitor for symptoms for two weeks, and take temperature twice a day.



Stay at home and self-isolate for even mild symptoms and low-grade fever. Telephone the healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

