UMSpaceSafe

For assistance with the UMSpaceSafe application, please contact:

Andy Kay

Email: andrew.kay@maine.edu

For assistance with your maine.edu login, please contact:

UMS:IT

Email: help@maine.edu

All other questions or comments, please contact:

Email: research@maine.edu

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UMSpaceSafe FAQ

Who should use UMSpaceSafe?

UMSpaceSafe is required to be used by all faculty, staff and students participating in approved UM and UMM research. Non-UM/UMM personnel and UM/UMM personnel not involved in research do not need to use UMSpaceSafe. However, we do ask that you list such individuals in the *'Notes'* field if they accompany you into research spaces (most require campus approval before doing so)

What do I need to use UMSpaceSafe and where do I find the app?

UMSpaceSafe is a secure web app designed to run on a smartphone (Apple or Android) or computer with a standard browser interface. The web app is accessed at the following link (*https://spacesafe.umaine.edu*) using your maine.edu account login. We highly recommend that you bookmark the above app address and this FAQ for easy access. At this time there is no self-standing app to download.

When should I use UMSpaceSafe?

This web app should be used whenever you enter or leave spaces used for UM/UMM approved research. This includes any:

- UMaine/UMM, as well as Non-UMaine/UMM, facilities (e.g. labs or meeting spaces) used for their research that they will occupy for more than 5 minutes, whether occupied or unoccupied by others at the time of their entrance
- Outdoor sites, vessels, or farms used for their research

There are a few exceptions:

- You do not need to use the app when briefly entering and departing (5 min) unoccupied research spaces.
- You do not need to use this app when using a personal living space (home office, car, etc.) for activities like writing or data analyses, unless you will be in the presence of other UM/UMM researchers who are not typical occupants of that personal living space (e.g., family members, roommates).
- There also may be some cases where users are unable to use the app due to access constraints (disability, lack of internet connection) or legal considerations (e.g., Government Secured Research facilities). If you have concerns about using UMSpaceSafe, please contact research@maine.edu for info or accommodations.

Where is the information and data collected from this app stored?

UMSpaceSafe information and data is stored on secure University of Maine servers. Although you can view your own space use history via the app, you cannot access the space use information of other users and they cannot view yours.

Who is able to view my UMSpaceSafe information and data?

Data is accessible by a limited number of UMSpaceSafe admins who can sort and query the database to facilitate safety operations, particularly COVID-19 contact tracking and tracing. This means your contact information and space use may be shared with non-UM/UMM emergency responders, including Maine CDC. Your data may also be included in aggregate analyses of anonymized data for monitoring and managing campus space use and safety risks.

If I leave a research space to use the restroom or take a quick break, do I need to log out and log back into the system?

Generally, no, you do not need to log out and back in for such cases. Unless you take a restroom, lunch, or other break of more than 15 minutes, you can stay logged into a given research space where you plan to soon return.

What should I do if my research building is not on the current dropdown list?

1. Check to see if the building is listed under its full name or Acronym.
2. If the building is not listed, please select 'Other' from the 'Location' drop down list and type the name in the 'Notes' field. Enter the room number as you normally would.

The UMSpaceSafe technical staff will monitor for unlisted building names and add common ones to the location list for future use.

Non-UM/UMM facilities and field sites should be documented on the 'Off Campus Site' tab.

What if I forget to *check in* to a research space?

Just log into that space when you remember and record your best estimate of the check-in (and possibly check-out if you missed that as well.) times in the "*Notes*" field.

It is helpful if you do so as "MM/DD/YYYY Check in = hh:mm Check out = hh:mm". You only need to include the date info if different than when you are entering this info.

What if I forget to *check out* of a research space?

For spaces that you previously checked into you can simply click the "*Check Out*" button if the time was relatively recent, even if you have since entered other spaces (we know you cannot be in two places at once). If you missed checking out by a longer period (>15 minutes) it is better if you follow the instructions above for "*What if I forget to check in to a research space?*"

What if I forget my phone or temporarily lack internet access?

If you are not able to access UMSpaceSafe due to temporary phone, computer or internet connectivity issues, please access the app at your earliest convenience and use the "Notes" field to provide appropriate check in and check out times (Recommended Format: *MM/DD/YYYY Check in = hh:mm Check out = hh:mm*). You only need to include date info if different than when you are entering this info.

How can I review my space use history?

Click the "See my history" text under the "Check Ins" heading. We are working on formatting this section for easier printing in a subsequent version. Please note that this feature is limited to your own space use history and does not cross reference to others using those spaces. Cross-referencing space use is only available to a limited number of approved app administrators.

What should I do if I think I have COVID-19 symptoms, had a positive COVID-19 test, or am likely to have had a significant COVID-19 contact?

1. You should self-isolate from others as soon as possible. You should contact your healthcare provider if you are experiencing COVID-19 symptoms and/or have health conditions that place you at higher health risk from exposure. Your medical provider will likely provide you with important information regarding testing and care.
2. You should call the UM/UMM Community Information Line at **207-581-2681** to self-report your COVID related concerns. Your call will be routed to the appropriate resource. Under some conditions this will initiate a campus response designed to assist Maine CDC in their contact tracing efforts. In some cases this may include cross-referencing your UMSpaceSafe data with others using those research spaces.
3. If you are contacted by Maine CDC, please cooperate fully. Please also let them know that you are a UM/UMM researcher and that UMaine/UMM has record of your research space use, along with others, to assist contact tracking/tracing via the UMSpaceSafe app.

Does UMSpaceSafe guarantee my safety and can I use it in place of other campus COVID tools and policies?

No. COVID-19 is a highly transmissible virus that can cause severe health symptoms and even death. UMSpaceSafe is one tool, among a multitude, to help mitigate risk from COVID-19, but it is not a guaranteed or self-sufficient tool against COVID-19 infection. Anyone participating in UM/UMM approved research does so with full acknowledgement of the risks of COVID-19. Moreover, UMSpaceSafe does not take the place of other required campus COVID-19 tools and policies. If you are unsure of these tools and policies, please review resources on the Return to Campus website and review any questions with designated contacts or your supervisor.

How do I report issues with UMSpaceSafe or provide suggestions for further refinements?

You can contact the UMSpaceSafe App technical administrator, Andy Kay at Andrew.Kay@maine.edu with questions and suggestions. This app is a work in progress and we appreciate your patience and ideas as we continue to refine it for our UM/UMM research colleagues.

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