COVID-19 ON-CAMPUS ACCESS REQUEST

START
Unit requires students, faculty and staff to conduct on-campus activities.

Unit develops operational plans.*

Is access for research or teaching activities?

YES

TEACHING ACTIVITIES
Unit completes on-campus teaching and learning request form and submits to provost.

Provost grants approval and notifies unit to complete a health and safety plan and submit to EHS for review.

EHS approves plan and notifies unit, provost and FM to process for access.

NO (STAFF-OTHER)

NO

Is the access for one person conducting activities < 1 hour per week?

YES

RESEARCH ACTIVITIES
Principal investigator completes on-campus research request form including a health and safety plan and submits to dean.

Dean’s office reviews and grants approval and notifies EHS to review health and safety plan.

EHS reviews health and safety plan and consults with unit until plan is satisfactory. EHS notifies unit, dean’s office and FM to process access.

EHS collects data from all forms and submits to density subgroup. Data is used to assess building densities.

FACULTY OFFICE ACCESS
Review a COVID-19 health and safety moment complete daily self-assessment and send notice of return to campus to dean.

Dean submits faculty numbers to health.safety@mun.ca


EHS processes approval and notifies the unit and FM.

EHS approves and notifies applicable vice-president/president.

Vice-president/president reviews and determines approval and notifies EHS.

EHS notifies unit and processes the deferral.

NO

Unit completes on-campus administrative request form and submits to EHS for review.

EHS approves and notifies applicable vice-president/president.

Vice-president/president reviews and determines approval and notifies EHS.

FINISH

*Please allow two business days for review of building access request forms. Unit plans require additional approval time that may include additional information, site visits, etc.

Acronym Key:
EHS - Environmental Health and Safety
CBWG - COVID-19 Research Working Group
FM - Facilities Management
VP - Vice-President

This process supports & aligns with:
Memorial’s Guiding Principles for living with COVID-19 in our campus communities.

Revision 2 updated Oct. 1, 2020