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?

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.

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.

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

Individual completes building access request form reviews a COVID-19 health and safety moment and completes daily self-assessment.

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

YES

NO (STAFF-OTHER)

FACULTY OFFICE ACCESS

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

EHS approves and notifies applicable vice-president/president.

FM processes approval and notifies EHS.

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

DEFERRED

Vice-president/president notifies unit and EHS of the deferral.

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

FINISH

Acronym Key:
EHS - Environmental Health and Safety
CWSG - 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.