COVID-19 ON-CAMPUS ACCESS
Health & Safety Planning

START

Staff, faculty or students need to conduct on-campus activities.

Is a unit Health and Safety Plan completed and approved?

Employees review a COVID-19 health and safety moment, complete daily self-assessment, submit COVID-19 individual occupancy form. Data is used to assess building densities.

TEACHING ACTIVITIES

Unit completes on-campus teaching and learning request form and submits to provost (for student activities) or dean for faculty/staff without student involvement.

Provost/dean 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/dean.

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 and dean's office.

Employees review a COVID-19 health and safety moment, complete daily self-assessment, submit COVID-19 individual occupancy form. Data is used to assess building densities.

FACULTY OFFICE ACCESS

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

EHS approves and notifies applicable vice-president/president.

APPROVED

EHS processes approval and notifies the unit.

DEFERRED

EHS notifies unit and processes the deferral.

FINISH: on-campus access

*Please allow two business days for review of health and safety plans 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 3: updated Nov. 2020