

## Memorial University Visitor Activity Form

All individuals who are not students or employees of the university who will be accessing campus and/or using Memorial University space are required to complete this form (e.g. contractors, visiting researchers, occupants of leased space, etc.).

Exceptions:

1. If you are entering the province with a travel exemption, the Memorial unit responsible for your visit must complete the [exempted worker form](#). You do not need to complete this form.
2. Contractors who have a standing offer or tender agreement with Memorial do not need to complete this form as they will have completed the Contractor Safety Management program.

**Completed forms must be submitted to [health.safety@mun.ca](mailto:health.safety@mun.ca) before accessing campus.**

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First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Company/Employer \_\_\_\_\_

Responsible Memorial Unit \_\_\_\_\_

Memorial Contact Name \_\_\_\_\_

Memorial Contact Email \_\_\_\_\_

### Activity

Please choose the activity(ies) that you will be doing on campus.

- Construction
- Consulting
- Administrative
- Research
- Teaching and Learning
- Special Event
- Other \_\_\_\_\_

Please describe your reason for access in more detail:

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Please indicate what date(s) you will be on campus:

Begin:

End:

### **On-Campus Location**

Space where the majority of your time on campus will be spent.

Campus/Facility: \_\_\_\_\_

Primary Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

### **Is a secondary location required?**

Only complete if you will be spending time on campus in a secondary space.

Campus/Facility: \_\_\_\_\_

Secondary Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

- I have completed the [Health and Safety moment](#) and reviewed controls for my work.

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#### **Privacy statement:**

*The information requested on this form will be used for the COVID-19 health and safety planning, coordinating and reporting of the university's safe return to campus for faculty, staff, students and others. The information will also assist should contact tracing and notification to individuals be required by Health and Community Services. Questions about this collection and use of personal information may be directed to the Office of the Chief Risk Officer at [health.safety@mun.ca](mailto:health.safety@mun.ca).*