

ON CAMPUS ADMINISTRATIVE REQUESTS

Step by step guide

USE THE ON-CAMPUS ACCESS REQUEST FLOW CHART

Follow through the [flow chart](#) to ensure your request falls in the "staff-other" stream



COMPLETE THE ON- CAMPUS ADMIN REQUEST FORM

Fill out the [form](#) as instructed. You must include the location of all spaces you will require access to, including labs and offices. The health and safety plan is prepopulated with guidelines and must also be completed

SUBMIT YOUR FORM

Your complete administrative request form should be emailed to dean.engineering@mun.ca for review and submission to EHS



ROOM ACCESS FORM

Once approval from EHS has been received complete the [room access form](#) (if access requested is for a laboratory, a [lab authorization form](#) must also be completed) and submit along with confirmation of "COVID-19 awareness training" to dawhelan@mun.ca

ACCESS RECIEVED

Before arriving on campus complete a daily COVID-19 [self assessment](#) (or to complete on your mobile device download [MUNSafe app](#)). Proceed with your activity as described in request form. Follow all building and room specific H&S guidelines

