**Accessing RRC Campuses during COVID-19**

Effective April 1, 2020, all employees accessing any RRC campus, during COVID-19, must receive prior approval from their Executive Director/Dean.

Please complete this form and forward to your direct supervisor. Your direct supervisor will review your request and, if supported, will submit to your Executive Director/Dean for final approval. Please indicate if this is a one-time or recurring request. Recurring requests that support ongoing operations only require approval once.

Dean/Executive Director will forward all approved requests to safety@rrc.ca

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone #: |  |
| Position: |  | Department: |  |
| Expected Arrival Time: |  | Duration of Visit: |  |
| Entrance Accessing: |  | Location of Work & Campus: |  |
| Parking Location: |  | License Plate: |  |
| One-time Request | 🞏 YES 🞏 NO | Recurring Request: | 🞏 YES 🞏 NO |
| Purpose of Visit: |  |
| Approved: | 🞏 YES 🞏 NO | Dean/E.D. Approving: |  |

**Process:**

🞏 Approval must be received prior to accessing RRC campuses

🞏 Upon arrival, please follow proper hygiene practices

🞏 Email Security upon arrival

🞏 Email Security upon departure

**NOTE:**

Operation of powered equipment and power tools is prohibited in working alone situations. This does not include office equipment (ie. printer, electric stapler).

This form is not required if you have an appointment with IT Solutions to attend the campus to allow IT Solutions to service your college-issued device. Begin this process by submitting a Case log for your issue. Once reviewed, ITS will grant approval and setup an appointment to meet with an IT Solutions staff member. All employees must follow the process to attend any of our campuses noted above.

***Staff must adhere to Emergency Evacuation Procedures and all RRC Policies***