**Accessing RRC Campuses during COVID-19**

Effective April 1, 2020, all employees requiring access to any RRC campus must receive prior approval from their immediate supervisor.

If you need to visit any campus for more than two hours please complete this form and forward to your direct supervisor. Please indicate if this is a one-time or recurring request. Recurring requests only require approval once.

Once approved, your supervisor will notify you of the approval and retain a copy for their records.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone #: |  |
| Position: |  | Department: |  |
| Date of Visit:(if ongoing include a range or specific dates you’re attending) |  | Time of Visit (Start & End Time) |  |
| Entrance Accessing: |  | Location of Work & Campus: |  |
| One-time Request | [ ]  YES [ ]  NO | Recurring Request: | [ ]  YES [ ]  NO |
| Purpose of Visit: |  |

**PROCESS**

🞏 Approval must be received prior to accessing RRC campuses

🞏 Upon arrival, please follow proper hygiene practices

🞏 Go to [HUB](https://hub.rrc.ca/HUB/) to use the new **Onsite Check-in** tool

**NOTE**

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

**REQUESTS TO ATTEND FOR ITS SUPPORT**

**This form is not required** if you have an appointment with IT Solutions to attend the campus to have your college-issued device serviced. Please submit a Case log for your issue. Once reviewed, ITS will grant approval and set up 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.***