

## Campus Access Form

To comply with Governor Cuomo's Executive Order, issued in response to the rapid spread of the novel coronavirus, COVID-19, across the State of New York, the following restrictions to campus access will be in place:

Only faculty and staff who are designated as on-campus essential will be allowed to come on to campus.

**Exceptions include:**

1. Staff who are asked to come to campus due to an emergency, for instance information technology staff in the event of a network failure.
2. **Faculty and staff who are primarily working remotely, but whose job functions necessitate occasional on-campus duties.** These duties should be outlined by your supervisor in your remote work plan.
3. **Faculty and staff who apply and are approved to come to campus by their area Vice President for an essential reason.**
4. **Faculty and staff who have been asked to return to campus during the Phase 2 reopening by their area Vice President/Department Head.**

*Faculty and staff who fall into category 2, 3 and 4 must complete the form below and have it approved before coming to campus. You must also complete the required health screening form for each day you will be on campus. Do not come to campus before this form is approved. Do not come to campus if you have not completed the health screening tool, or if you have symptoms of COVID-19. You must complete the Health Care Screening each day prior to coming on campus.*

**Name:**

**Department:**

**Purpose of visit:**

**Date of Requested Campus Access:**

**Time Frame Which You Plan to be on Campus:**

**Arrival:** a.m.  p.m.  through **Departure:** a.m.  p.m.

**Building & Room Number Accessed:**

**Did you complete the COVID-19 Mandatory Training?** Yes No

**Justification/reason why campus access is necessary:**

**Approval of Division Vice President:**

**Date:**

If approval is granted, your business must be direct and purposeful. You will be held to the time frame you stated to complete your business. Visitors are not permitted to accompany you to campus.

A copy of this signed form must be on your person at all times during this visit to campus while the Executive Order is in effect.