***Application 1***

***Request to Undertake Teaching On-Site Form***

***Department of Geography and Planning***

Please submit this form to the Department Manager: Kathy Hoover [kathy.hoover@queensu.ca](mailto:kathy.hoover@queensu.ca).

**Please note that this work cannot be started until your application has been approved.**

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| **Principal Investigator/Faculty member Information** | |
| Name:  Date Submitted:  I confirm that I have read the document entitled ‘Return to Campus Plan’: Yes/No  I will complete the contract tracing spreadsheet in a timely and accurate fashion: Yes/No | |
| Department: Geography and Planning | Faculty: Arts and Science |
| Cell Phone (for emergency contact): | Email: |
| **Provide planned work schedule in Mackintosh-Corry [to manage density and traffic through common areas, access to offices must not exceed 16 hours per week; i.e., 4 sessions x 4 hours per week). In your plan, indicate the following time slots to morning, afternoon and evening; i.e., 0800-1200; 1230-1630; 1700-2100. This will help avoid overlap and undue traffic through common areas (hallways, stairwells, washrooms). It will also help inform cleaning schedules.** | |
| Dates: | Times: |
| **Provide a rationale for requesting an exemption by briefly addressing why teaching preparation cannot be completed remotely. If you feel you require more than 16 hours per week, please also provide clear justification for the additional time required. (300 words max):** | |
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| **Plan for public health related measures (see** <https://www.queensu.ca/vpr/about/covid-19/facility/building-preparation>, **and see Department Return to Work Plan Guidelines).**  **All users accessing the Queen’s campus must complete the COVID-19 screening assessment module. This can be accessed from the SeQure App** which **can be downloaded from the Campus Security and Emergency Services website** [(https://www.queensu.ca/security/services/sequre-app)](https://www.queensu.ca/security/services/sequre-app) or you can access the online form found here: <http://queensu.apparmor.com/WebApp/default.aspx?menu=New+Web+Assessment>**. For those with approvals to access office or lab space on campus, you can access the self-assessment link on the contact tracing spreadsheet. Please note, that this self-assessment must be completed prior to each visit to campus.** **Individuals who exhibit COVID-19 symptoms must not visit campus.**  Any violation of the terms upon which office access is granted may result in revocation of that access. |
| * Employees will only access the space during approved times. * Employees are to access individual offices only, and not to hold meetings within them. * Employees are to avoid congregating or conversing in the hallways or common spaces. * When moving through communal areas such as hallways and stairwells, employees must wear masks. * Employees should restrict themselves as much as possible to their office and the floor on which it is located. * Anyone diagnosed with COVID must not enter the building and should immediately inform Dan Langham, Director of Environmental Health and Safety (613-533-6000 ext. 74980; [dan.langham@queensu.ca](mailto:dan.langham@queensu.ca)) for further instructions. * If you experience COVID-like symptoms must not enter the building and must report this to the Head immediately.   Additional measures to be taken … |

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| **Assessment and Comments from Safety Committee.** |
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**Signatures:**  The signature of the Instructor verifies thorough review and validity of the content.

**X**

Instructor Date

**X**

Safety Committee Approval Date