***Application 3***

***Request for Access to GPPL Space - Other***

***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: | Faculty: | |
| Cell Phone (for emergency contact): | Email: | |
| **Contact Information for ALL team members requiring access to facility.**  **Include:**   * **Name** * **Department/School** * **Cell Phone (or other means of emergency contact)** * **Email** * **Status (Principal Investigator/faculty/post-doctoral fellow/graduate student/staff)**   (add rows as needed) | | |
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| **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).** | | |
| Dates: | Times: | |
| **For each person listed above, please indicate the requested access category (see Section 2 of the unit’s Return to Campus Plan) and briefly explain why access is being requested within the category. (300 words max)**  **The pertinent details for each category are (see detailed descriptions in Section 2 of the Return to Campus Plan):**   * 1. **Data Collection for Students Outside of Priority Research Timelines 1 and 2: Clearly indicate that the student no longer has sufficient data to continue to work remotely and explain how the work that will be done will permit a return to productive remote work.**   2. **Extenuating Circumstances (Graduate Students and PDFs):** **Requests for access to offices in cases where remote research and/or scholarship progress has been inadequate should include a clear statement illustrating how progress has been insufficient while working remotely. This statement will be assessed by the Supervisor, Graduate Coordinator, Unit Head/Director, and Associate Deans Research and Graduate Studies in FAS.** **Initial access will be for a period of two weeks. Continued access will be granted based on evidence of progress as determined by the supervisor in consultation with the Department Head.**   3. **Extenuating Circumstances (Faculty and Staff): Explain why it is necessary to work on campus and outline the kind of work that will be done.**   4. **Key Graduate Exams: Describe the exam that will be done and explain why it is critical to occur on campus.** | | |
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| **Location(s) of facility where access is being requested** | | |
| Faculty: | | Department: |
| Building: | | Room Number: |
| Please identify any “pinch points” (i.e., room with a single door or tight spaces): | | |
| **Location(s) of shared or common facility/equipment space that will be accessed** | | |
| Brief description: | | |
| Department: | | |
| Building: | Room Number(s): | |
| Please identify any “pinch points” (i.e., room with a single door or tight spaces): | | |
| **Additional Considerations:** | | |
| Chemicals (yes/no): | | |
| Radioactive materials (yes/no): | | |
| Biohazard level of research laboratory (NA/BSL-1/BSL-2/BDL-3/Other): | | |
| Certificates/Approvals number and date of approval if relevant (Ethics; Animal Care; Bio-hazard) (yes, no, pending): | | |
| **Computing and IT Requirements** | | |
| Centre for Advanced Computing required (yes/no): | Internal GPUs or servers (yes/no): | |
| Other: | | |
| **Support Service Needs** | | |
| Brief description of support services needed (e.g., shipping/receiving, chemical/hazardous waste disposal, liquid N2 access, equipment calibration/maintenance, HVAC etc.): | | |
| **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.  See [Queen’s University Return to Work Guidelines](https://www.queensu.ca/vpfa/sites/webpublish.queensu.ca.vpfawww/files/files/Return_to_Campus_Guidelines.pdf) for up-to-date public health guidelines and recommendations. Note that daily check-ins by the supervisor are an important part of this process. Further, please ensure that all individuals are aware of the procedure from reporting a COVID infection in their space. | | |
| Describe plans to implement Queen’s COVID-19 related public health measures (i.e.: physical distancing, disinfection, PPE usage, etc.), e.g.:   * Employees will only access the space during approved times. * 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/lab 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 … | | |
| **Plan for rapid shutdown, if needed.** | | |
| Describe what measures will be taken if a situation arises where rapid shutdown is needed (lab related only): | | |

I, ­­\_\_\_\_\_\_(Principal Investigator)\_\_\_\_\_\_\_\_\_\_\_\_ , acknowledge that violating the conditions under which access has been approved will result in access being revoked entirely. Examples of violations may include accessing the space outside of the approved time, failing to disinfect spaces according to the approved protocol, or allowing unauthorized individuals access to the facilities.

**X**

Principal Investigator Approval Date

**X**

Associate Head / Director Graduate Programs Date

**(Only for graduate students requesting access to address extenuating circumstances)**

**X**

Safety Committee Approval Date

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| **Safety Committee Priority Rating** |
| Indicate whether access is for teaching, or research at priority rating (1, 2 or 3) per the *Queen’s Research and Facility Start-up Planning* document, and briefly explain rationale for rating: |
| **Additional comments from Unit Head, if needed.** |
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| **Additional comments from Faculty Dean (or delegate), if needed.** |
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**X**

Faculty Dean approval Date

**(Only for graduate students requesting access to address extenuating circumstances or key graduate exams)**