

## SCC Access to Campus Procedure

The District will provide controlled access to faculty offices, classrooms, instructional labs, and workstations to allow employees **essential** work-related access, when approved. Employees coming on campus shall request access in advance, with a minimum notice of two business days, and are subject to approval by the appropriate administrator, in order to ensure facilities sanitation in compliance with CDC guidelines. Employees must wear a face covering at all times when on campus.

***Steps 1 through 3 are to be followed by the employee requesting access to the campus:***

**Step 1:** To request access to the campus, employees must complete the “Request to Access Campus” form available on the HR website under forms, COVID-19 forms.

**Step 2:** Complete the form with all requested information.

**Step 3:** Click the “SUBMIT TO HR” button under the Employee Signature line. The form will be sent to HR who will forward to the appropriate VP.

**Step 4:** HR will notify the employee by district email within one business day if the request to come campus has been approved.

***Steps 5 and 6 are to be completed before the employee accesses campus:***

**Step 5:** Complete the two required Keenan COVID trainings.

**Step 6:** Complete the health screening questionnaire utilizing the Courekey App **before coming to campus**. If the employee receives a green pass they are free to access the campus location they have submitted the request for. If the employee receives a red pass they are not access campus for any reason until they are cleared through the current COVID protocols.

*This form will allow the employee permission to come to the campus. This permission is for the **employee only**; no family members, friends or students may accompany the employee. The campus is current prohibiting access to all members of the public.*

***Before access is granted the employee must:***

1. Complete the health screening questionnaire through the CourseKey App.
2. Complete both required Keenan safety training videos: **“Cal/OSHA COVID 19 Protection Plan training”** and **“Cal/OSHA COVID 19 Protection Plan Supplement”**. If you have not completed and/or need to be set up for these training videos, please contact Human Resources at [HR@solano.edu](mailto:HR@solano.edu).
3. Complete a new form every time an employee wishes to access the campus.



## Request to Access Campus Form (Effective 08/16/2021)

**\*\*\*NOTE:** All employees accessing campus need to complete all required Keenan COVID trainings: "Cal/OSHA COVID 19 Protection Plan training" and "Cal/OSHA COVID 19 Protection Plan Supplement". All employees must also have completed the health screening questionnaire through the CourseKey app and received a green pass for the day they are accessing campus. If you do not have a CourseKey account, please follow the steps listed below:

1. Download the CourseKey app to your phone from the Google Play Store or iPhone App Store. Search for app in the store using "CourseKey Student". You can also download the CourseKey portal to your laptop using the link: [portal.thecoursekey.com](https://portal.thecoursekey.com)
2. Log in to the app or portal using your Solano employee email (firstname.lastname@solano.edu) and the temporary password: Welcome123

Employee Name:		Today's Date:	
Date Accessing Campus:			
Arrival Time:		Departure Time:	
Building(s) Accessed:			
Room(s) Accessed:			
Reason for access to campus:			

Employee Signature: \_\_\_\_\_

☐ Approved

☐ Denied; Reason: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_

Date: \_\_\_\_\_