



Request for Building Access – Support Staff

This form is to be completed when it can be demonstrated that your work can be more effectively undertaken on campus.

Staff Information

Full Name: _____ Faculty/Department: _____

Email Address: _____ Cell Phone: _____

Office Phone: _____ Start Date: _____

Building(s): _____ Room Number(s): _____

Indicate the days and times your office access is required: _____

Please provide a rationale for working on campus. Why it is more effective for you to work on campus rather than remotely?

Will your workspace need any modifications to facilitate physical distancing and/or other safety protocols?

Yes: _____ No: _____

If yes, please specify: _____

Will you need any additional support for your return to campus? (Help moving a computer, equipment, etc.)

Yes: _____ No: _____

If yes, please specify: _____

Please note: The availability of usual campus services/support and the ability to move throughout campus is limited due to Covid-19. When returning to campus, you will essentially be working remotely from your office.

Save form and send to **your supervisor** (Department Chair/Director or Dean [if applicable]) with the subject line "Staff Request for Building Access." Approval process will follow.

Approval: after signing below, please email to returntocampus@uwinnipeg.ca

Department Chair/Director or Dean (if applicable): Full Name: _____

Department Chair/Director or Dean (if applicable): Signature: _____

Date: _____