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# SHORT ACCESS REQUEST

## Faculty of Engineering

## University of Windsor

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### 1 Overview

During the pandemic reducing the transmission of the COVID-19 virus and safeguarding the health and safety of our community is of highest priority. To follow the government's mandated health and safety measures, the following must be followed if you wish to be granted short access to CEI or CARE.

### 2 Instructions

Each time you wish to access CEI or CARE you must complete this form and send it to your department Head, Manager of Technical Support Staff, Andy Jenner who also manages our buildings, as well as the Dean.

### 3 Self Assessment

Again, the disclosure of health or symptoms are required in order for us to limit transmission and protect the health and safety of our community. Please read the following carefully and provide accurate answers:

**Are you experiencing any of the following:**

- severe difficulty breathing (e.g., struggling for each breath, speaking in single words)
- severe chest pain
- having a very hard time waking up
- feeling confused
- lost consciousness

No      Yes

**Are you experiencing any of the following:**

- shortness of breath at rest
- inability to lie down because of difficulty breathing
- chronic health conditions that you are having difficulty managing because of your current respiratory illness

No      Yes

**In the past 10 days, have you experienced any of the following:**

- fever
- new onset of cough or worsening of chronic cough
- new or worsening shortness of breath
- new or worsening difficulty breathing
- sore throat
- runny nose

No    Yes

**Do you have any of the following:**

- chills
- painful swallowing
- stuffy nose
- headache
- muscle or joint ache
- feeling unwell, fatigue or severe exhaustion
- nausea, vomiting, diarrhea or unexplained loss of appetite
- loss of sense of smell or taste
- conjunctivitis (pink eye)

No    Yes

**In the past 14 days, did you return from travel outside of Canada, or did you have close contact with someone who is confirmed as having COVID-19?**

No    Yes

**If the answer to any of the above is “Yes”, you cannot access the buildings.**

**By submitting this form, you agree to the following to protect yourself and others:**

- Will be wearing a mask while on the premises.
- Will only enter areas that you are authorized for, and will not bring anyone else with you into the building.
- Will secure doors and any other area before you leave.
- Practice physical distancing.
- Practice good hygiene: wash hands often, cover coughs and sneezes, and avoid touching your face.
- Perform the self assessment above again 2hours before entering the building, and if the answer to any of the questions is a “yes”, you will notify the department Head, Dean, or the Andy Jenner that you will not be entering the building.



University  
of Windsor  
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## SHORT ACCESS REQUEST APPROVAL FORM

### Faculty of Engineering

### University of Windsor

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To receive approval for short one time access to CEI or CARE, please fill and submit the following form.

Name ..... \_\_\_\_\_

Department ..... \_\_\_\_\_

Email & phone number \_\_\_\_\_

Your position in the Faculty of Engineering

Faculty    Staff    Graduate Student    Visiting Researcher or PDF    Other

If you checked "Other", please explain

Building and room number(s) that you intend to access

#### Time & Duration

Date: YYYY/MM/DD .. \_\_\_\_\_

Time: hh:mm to hh:mm . \_\_\_\_\_

Department Head approval:

MTS (Andy Jenner) approval:

Dean's approval: