

Please use this form to detail the needs and protocols that you will follow while on campus for teaching or scholarship purposes (excluding personal office space). Please note that completing this form is required before you utilize academic spaces at Skidmore College.

In order to ensure safety of our community, and continuity of our operations, individuals must comply with the [Reopening Safety Action Plan](#) and the [COVID-19 Safety Guidelines for Academic Spaces](#). Once filed, this utilization form will be reviewed and you will be notified of approval or with requests for revisions as soon as possible. Please direct your questions to ehs@skidmore.edu.

Name: _____

Email address: _____

Department: _____

Phone No.: _____

Building & Room No. (s): _____

1. What days do you anticipate working on campus? *Check all that apply.*

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Morning (6am – 12pm)							
Afternoon (12pm – 6pm)							
Evening (6pm – 9pm)							
Night (9pm – 6am)							

2. Enter any comments about your overall schedule (e.g. “January only” or “any 3 of the days indicated”).

3. Are any of the spaces you identified above used by more than one person at a time?

Yes

No

4. If yes, who else uses the space(s)?

5. For each space listed above, explain how physical distancing requirements will be maintained and how scheduling procedures will be used if there are multiple people in the room.

6. Please describe any activities where physical distancing cannot be followed. What measures will be put into place to limit contact between individuals?

7. Which of the following hand hygiene and disinfection supplies do you have available in your workspace? *Check all that apply.*

sink

lined garbage can

hand soap

Oxivir® peroxide wipes

hand sanitizer

Germisept® alcohol wipes

paper towels

EcoLab® peroxide multi surface spray disinfectant

8. Do you require any additional disinfecting supplies/products not already available (see #7 above) or currently provided by Skidmore College? If yes, please explain.

No

Yes: _____

9. Describe the disinfection and hand hygiene protocols you will use when entering your workspace, before beginning work, and when exiting the workspace.

10. Beyond the required face covering, describe the personal protective equipment (PPE) needed to carry out the activities in your workspace.

11. Will you be working with/around flammable materials or open flames?

Yes

No

12. What measures will be put into place to limit the sharing of objects?

13. Will you, or do you anticipate the need to, bring essential visitors (i.e. 3rd party repair services and contractors) to campus? If yes, please explain.

No

Yes: _____

14. Identify any on-campus resources or support you will need to carry out your work (e.g. shared equipment spaces, mail room, supply rooms, etc.).

15. In order to ensure the safety of our community, and continuity of our operations, all individuals utilizing campus facilities and must take precautions to help protect against the spread of COVID-19.

I understand and agree to the following, <i>I have:</i>	YES	NO	I understand and agree to the following, <i>I will:</i>	YES	NO
Read the College's Reopening Safety Action Plan			Complete the mandatory daily health certification screening before coming to campus		
Read the COVID-19 Safety Guidelines for Academic Spaces			Wear a face covering at all times in public spaces		
Reviewed the HR face covering and hand washing video			Keep a close contact log and e-mail it to HR (hr@skidmore.edu) weekly		
An understanding of the expectations when essential visitors are brought to campus			Keep a cleaning log for all non-community spaces I occupy		
			Not participate in or hold in-person meetings on campus		
			Not allow non-essential visitors to come to campus		

By checking this box and *typing my name* below, I am electronically signing *this form*.

Full Name: _____

Date: _____

E-mail the completed form to ehs@skidmore.edu.