Return to Campus for In-Person Critical Business:

During the COVID-19 pandemic period, before an employee can return to a campus building to conduct in-person critical business COVID-19 hygiene training, Vice President and Environmental Health, Safety & Risk Management approvals are required. First, work with your manager to determine if a Departmental Risk Assessment has been completed. Once completed, you will be assigned COVID-19 Training on Sum Total. After this is completed, fill out the form and submit a Work Request with the form attached.

Return to Campus for Retrieval of Items:

If you are requesting temporary access to retrieve items, only Vice President approval is required. Fill out the form and send it to your VP for approval. Once the form is completed, submit a Work Request and attach the form.

Step 1: Requester Information

Last Name   First Name   OtterID

Department   Title

Building / Room   Date

Are you returning for more than retrieval of items from an office?   If Yes, See Step 3, If No, See Step 2

Step 2: Retrieval ONLY - Save PDF and distribute for signatures using Docusign

Vice President Signature   Requested Retrieval Date

Step 3: IN-PERSON WORK FOR CRITICAL BUSINESS - Save PDF and distribute for signatures using Docusign

Vice President Signature   Environmental Health, Safety & Risk Management
Amy Thomas - Amythomas1@csumb.edu

Step 4: (Optional) - If additional access is required, fill out the Key & Card Access Request form

Facilities Key & Card Access Request Form
csumb.edu/facilities/services

Step 5: Attach Request form(s) to a Facility Work Request

Facilities Work Request
app.limblecmms.com/#!/loc-problem/wgy8wx1804/6234

For more information visit *https://csumb.edu/facilities/services* or Email Facilites@csumb.edu