Laney College

Administrative Services

Campus Access Approval
Work in Progress

October 21, 2020

Kevin Tran

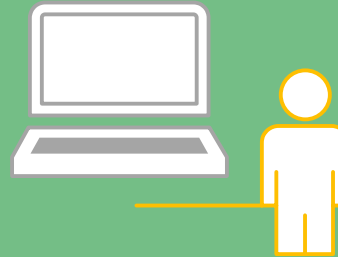# Campus Access Approval

Step 1

Submit Request

- Complete request online 48 hours in advance

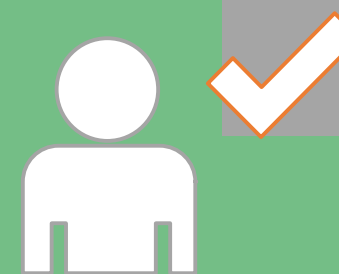- Request will be submitted to the respective first level manager of your area

Step 2

Request Review

- Respective area manager receives request via email

- Area manager will review

Step 3

Check-In / Check-Out

- Email will be sent to requestor with instructions to check-in and check-out

- Check-in upon arrival

- Check-out shortly before leaving campus

Step 1: Submit Request

Campus Access Request Form

- Form available on website (pending)
- Complete request 48 hours in advance
- Request will be submitted to the respective first level manager of your area

Complete the form:

1. First Name and Last Name
2. Email Address
3. Area Manager
4. Room access request
5. Date and time of access request
6. Duration of access
7. Essential function of request
8. Health questionnaire/statement

Laney College Campus Access Request Form 🔊

Laney College provides campus access to employees on Mondays and Wednesdays from 10:00 am - 2:00 pm to perform essential functions.

1) The following form must be submitted at least 48 hours prior to the access request date.
2) Upon supervisor approval, you will receive a confirmation via your Peralta email granting campus access.
3) Bring your employee ID and office keys.
4) Check-In and Check-Out are required at the Tower.

* Required

1. First Name and Last Name *

Enter your answer

2. What is your role at the college? *

○ Faculty

○ Classified Professional

○ Administrator

○ Other

Step 2: Request Review

Automated request sent to area manager

- Area manager receives email requesting access to college campus

- Area manager to review request

- Approve and submit

Once approved by area manager:

- Email notification to requestor

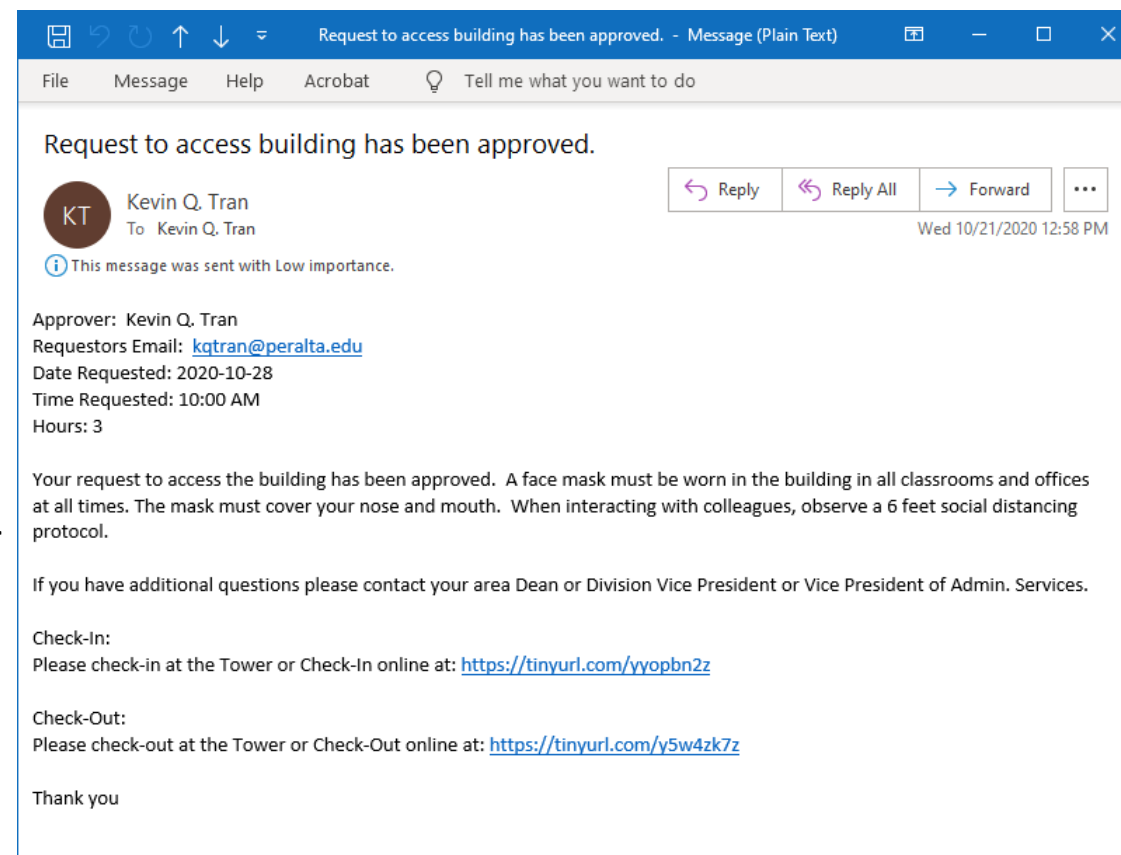- Information is recorded and logged for tracking purposes

Step 2: Request Review

Once approved by area manager:

- Email notification to requestor
- Information is recorded and logged for tracking purposes
- Admin. Services to use data log to ensure sanitation is performed
- Online Check-In and Check-Out for better service

Request to access building has been approved. - Message (Plain Text)

File   Message   Help   Acrobat   Tell me what you want to do

Request to access building has been approved.

Kevin Q. Tran
To   Kevin Q. Tran

⤺ Reply   ⤺ Reply All   → Forward   ⋯

Wed 10/21/2020 12:58 PM

(i) This message was sent with Low importance.

Approver: Kevin Q. Tran
Requestors Email: kqtran@peralta.edu
Date Requested: 2020-10-28
Time Requested: 10:00 AM
Hours: 3

Your request to access the building has been approved. A face mask must be worn in the building in all classrooms and offices at all times. The mask must cover your nose and mouth. When interacting with colleagues, observe a 6 feet social distancing protocol.

If you have additional questions please contact your area Dean or Division Vice President or Vice President of Admin. Services.

Check-In:
Please check-in at the Tower or Check-In online at: https://tinyurl.com/yyopbn2z

Check-Out:
Please check-out at the Tower or Check-Out online at: https://tinyurl.com/y5w4zk7z

Thank you

LANEY COLLEGE

Step 3: Check-In/Check-Out

Check-In

- Check-In Form available on website (pending) and in email notification

- Check-In to be still available in Tower

- Information is recorded and logged

- Admin. Services to use data log to ensure sanitation is performed

Check-In

Hi Kevin, when you submit this form, the owner will be able to see your name and email address.

* Required

1. First Name and Last Name *

Enter your answer

2. Your Email address *

Enter your answer

3. Indicate Room/Lab/Office # Used *

Enter your answer

4. Please confirm the following statements by checking each box to check in. *

☐ I am not sick or experiencing COVID-19 related symptoms (e.g. loss of smell, flu-like symptoms, fever, coughing, etc.)

☐ I am wearing a facial covering/mask and will maintain 6 feet social distancing practices while on campus.

☐ I will check-out shortly before leaving campus (please see email for link)

Step 3: Check-In/Check-Out

Check-Out

- Check-Out Form available on website (pending) and in email notification

- Check-Out to be still available in Tower

- Information is recorded and logged

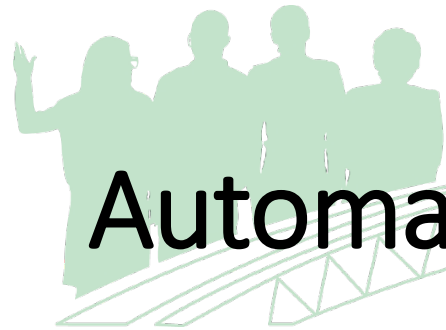- Admin. Services to use data log to ensure sanitation is performed

Check-Out

Hi Kevin, when you submit this form, the owner will be able to see your name and email address.
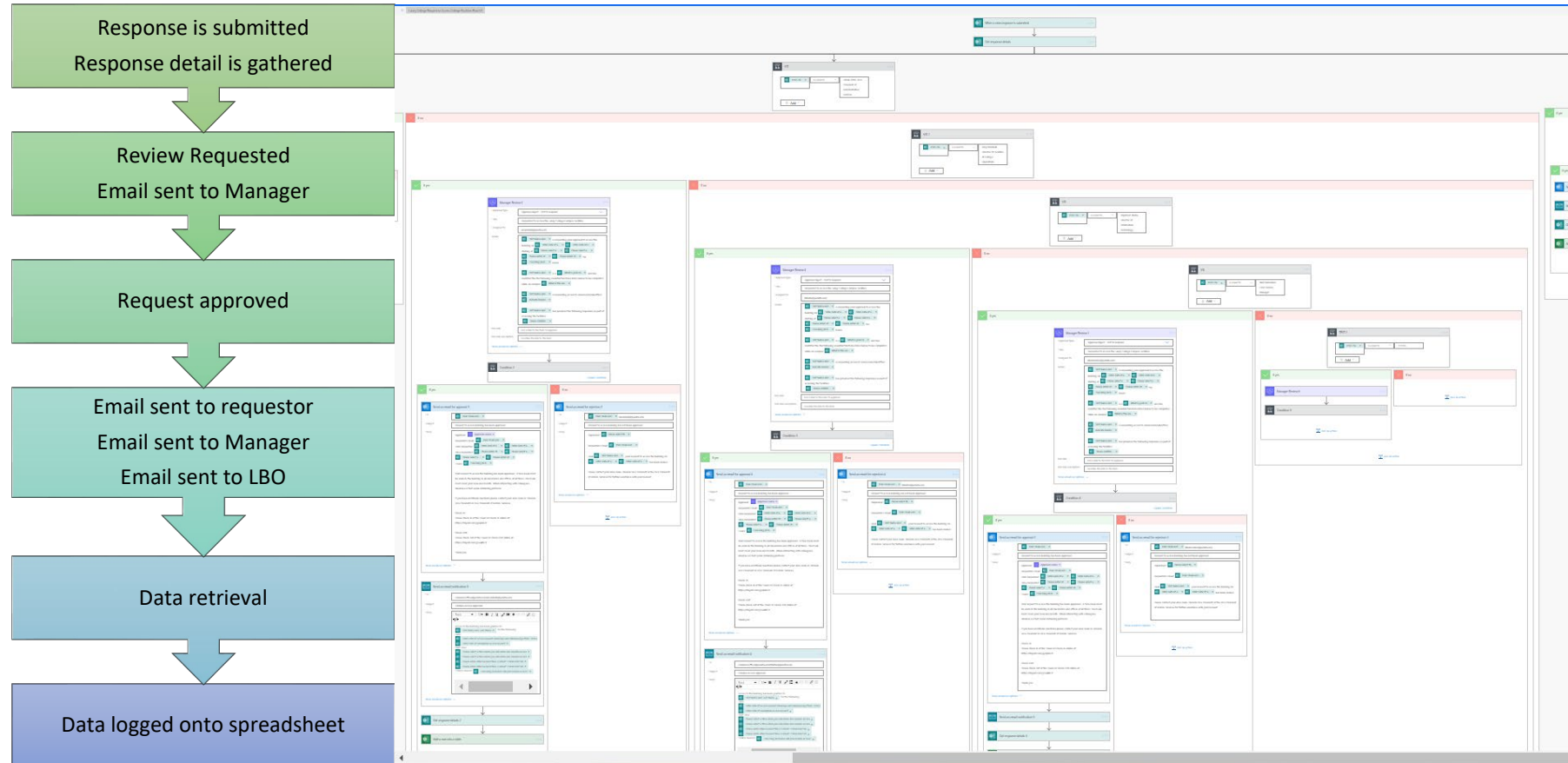
* Required

1. First Name and Last Name *

[Enter your answer]

2. Your Email address *

[Enter your answer]

3. Indicate Room/Lab/Office # Used *

[Enter your answer]

Submit

Automation Process

- Response is submitted
- Response detail is gathered

- Review Requested
- Email sent to Manager

- Request approved

- Email sent to requestor
- Email sent to Manager
- Email sent to LBO

- Data retrieval

- Data logged onto spreadsheet
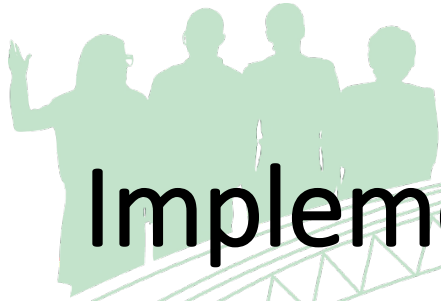
Implementation Timeline

Initiation	Review	Administrative Management: Walkthrough and Process	Administrative Services: Walkthrough and Process Training	Completion
Campus Listening Session held	Process review with Campus Access Task Force			Monitor and adjust as necessary
Planning	Additional feedback and adjustments	Final Review	Campus notified of changes	
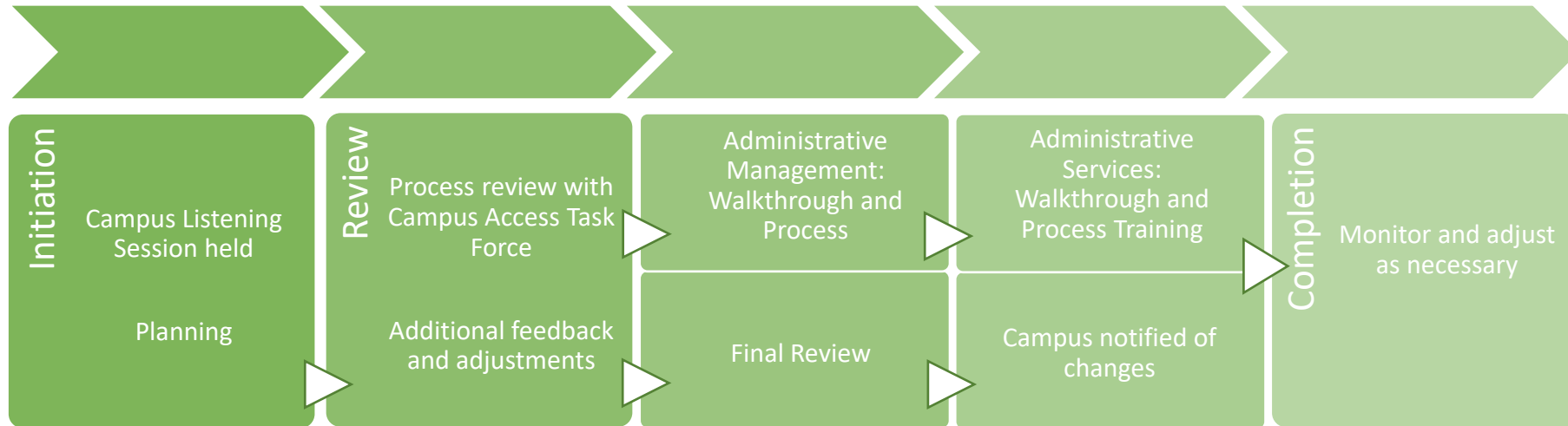
Automation Process
Email Access Request Received and Review

FIRST NAME AND LAST NAME is requesting your approval to access the building on DATE starting at TIME for HOUR(S).

FIRST NAME AND LAST NAME is a ROLE and has identified the following essential functions listed below to be completed while on campus: REASON

FIRST NAME AND LAST NAME is requesting access to classroom/lab/office: ROOM

FIRST NAME AND LAST NAME has provided the following responses as part of accessing the facilities:
I am not sick or experiencing COVID-19 related symptoms (e.g. loss of smell, flu-like symptoms, fever, coughing, etc.)
I will wear a facial covering/mask and maintain 6 feet social distancing practices while on campus.
I will sign-in and sign-out at the Tower.

Automation Process
Email Access Request Granted (under review)

Approver:

Requestors Email:

Date Requested:

Time Requested:

Hours:

Hello,

Thank you for requesting access to serve the students of Laney College. We have noted that you will be coming to campus on the day requested. If you do not plan to come to campus, please make sure to let us know.

Based on Board policy (BP/AP 3501) regarding campus closure, it is necessary to keep track of who accesses the campus.

As outlined by the Alameda County Public Health Department, we will follow the follow guidelines. If you have additional questions, please contact your area Dean or Division Vice President or Vice President of Admin. Services.

Guidelines

1. A visual check-in is not required, please text your arrival to 510-599-9411 or check-in online at: https://tinyurl.com/yyopbn2z when you arrive to campus no matter what your intended location. Gloves will no longer be provided as per CDC recommendation.
2. Wear a proper face covering. Face coverings do not need to be worn when in a personal office, but walking in any common areas (hallways, lobby, parking lots, etc.) or interacting with the public.
3. Remain six feet away from others during your time on campus.
4. Use only the restrooms in the Tower Building. Wash hands with soap and water for at least 20 seconds as frequently as possible.
5. A visual check-out is not required, please text your departure to 510-599-9411 or check-out online at: https://tinyurl.com/y5w4zk7z to ensure we have an accurate account of everyone on campus.

Thank you

Questions