

HOW TO REQUEST ACCESS TO CAMPUS

Make your safety a priority.

1 BC ATTESTATION FORM

If you have not already done so, you must complete the [Brooklyn College COVID-19: Employee Training and Guidance Acknowledgement Form](#).

- Note: If you completed the form prior to Monday, August 10th, you must complete it again to ensure that the CUNY information has been covered.
- If you have a concern with accessing or completing the Brooklyn College COVID-19: Employee Training and Guidance Acknowledgement Form, please notify your direct supervisor immediately.
- For more information, please contact Jennifer DePalma at HRCOVID@brooklyn.cuny.edu.



2 SUBMIT YOUR REQUEST

You need to go through an approval process to get onto campus. Contact your area Vice President for details.

- Allow 2-3 business days for your request to be processed.
- Be prepared to provide logistics and a justification for your visit.
- You will be notified via email when your request is approved.



3 DOWNLOAD BC NAVIGATOR

It is strongly recommended, but not required, that you [download the free BC Navigator App](#).

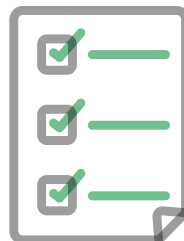
- BC Navigator is the Official Mobile App of Brooklyn College.
- The Digital ID Card is modified to reflect access permissions for those with ongoing access (key icon).



4 DAILY HEALTH SCREENING

You are required to [submit a health screening](#) within 12 hours of your visit.

- Be prepared to show an email confirmation, or a printout of your approved health screening, at the gate.
- Be patient when going through the security gates.
- If you have a concern with your ability to show proof of completion of the Daily Health Screening Questionnaire via a mobile device or printout, please notify your direct supervisor immediately.
- For more information, please contact Jennifer DePalma at HRCOVID@brooklyn.cuny.edu.



5 ACCESS APPROVED

While on campus, you must:

- Wear a face covering to access and while on campus.
- Practice social distancing and comply with CDC recommendations.
- Facilities Buildings and Grounds does not disinfect vacant office spaces. If you come to campus, you must take out your own garbage and sanitize high-touch surfaces.
- Contact Facilities Operations if you have questions about cleaning resources.

For More information, [visit EHS](#) on the [Brooklyn College Website](#).

COVID-19 supplies available through your supervisor or EHS (0229N Mon/Tues 9-3)/ehs@brooklyn.cuny.edu